Supervisor/s checklist

Official international travel for business and professional development

The following optional checklist is provided to support supervisor/s reviewing and endorsing official international travel for business and professional development. This checklist is designed to be used in conjunction with the [Official international travel for business and professional development procedure](https://ppr.mpe.qed.qld.gov.au/pp/official-international-travel-for-business-and-professional-development-procedure).

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| **1. Planning**  |
| 1. Consider Teacher Relief Scheme including the number of days and costs (school-based travellers)
2. Review potential risks associated with the travel, accommodation, health and/or proposed activities that have been identified and the planned response in case of an emergency

Refer to the [Official international travel for business and professional development handbook](https://ppr.mpe.qed.qld.gov.au/attachment/official-international-travel-for-business-and-professional-development-handbook.docx) (the handbook) for more information regarding planning.**Multiple travellers**Refer to the [handbook](https://ppr.mpe.qed.qld.gov.au/attachment/official-international-travel-for-business-and-professional-development-handbook.docx) for more information regarding multiple travellers. **Accompanied travel**Travellers may be accompanied, for example, by a family member or partner. Refer to the [handbook](https://ppr.mpe.qed.qld.gov.au/attachment/official-international-travel-for-business-and-professional-development-handbook.docx) for more information regarding accompanied travel. **Combining official travel and personal leave** Refer to the [handbook](https://ppr.mpe.qed.qld.gov.au/attachment/official-international-travel-for-business-and-professional-development-handbook.docx) for more information regarding combining official travel and personal leave.  |
| **2. Travel review and endorsement** |
| **Supervisor must:** 1. Determine whether International travel request has been submitted within the timeframes (10 weeks prior to departure date) for approval and travel is viable and appropriate.
	1. Review all documentation associated with the travel including:
* [Detailed itinerary](https://ppr.mpe.qed.qld.gov.au/attachment/itinerary-template.docx) (mandatory template in Word format) and emergency contact details
* Proposed flight schedule/quote with details of flight times, numbers and class of travel
* Estimated costings including flights, accommodation, registration fees, transport/transfer costs, taxes, insurance, food, grant/prize money, cultural gift or donation
* A letter of support from the P&C Association/School Council, principal or sponsor (school based travellers)
* A letter of support/invitation from the agent, sponsor or organisation, business plan (corporate travellers)
* [GoSafe](https://www.gosafeinsurance.com.au/) Insurance quote
* COVID Safe Industry Plan (or similar) accommodation quote, including a copy of the COVID safe plan
* Any other relevant background information to support your request for international travel such as link to school or DoE priorities, conference program, presentation, research paper
* Potential risks associated with the travel, accommodation, health and/or proposed activities that have been identified and the planned response in case of an emergency
* If applicable, supporting documentation providing a detailed explanation of lateness, reasons the application must be supported/approved and outlining consequences if the application is not progressed.
1. Determine whether International Travel Request should be endorsed or rejected in Service Catalogue Online.

Refer to the [Official international travel for business and professional development application workflow](https://ppr.mpe.qed.qld.gov.au/attachment/official-international-travel-for-business-and-professional-development-application-workflow.pdf). |
| **3. Travel arrangements – before and during travel** |
| **Before travel** 1. Review and determine whether the variation is viable and appropriate, where variations to travel are required.
	1. Review and endorse documentation associated with the variation, such as:
* [Detailed itinerary](https://ppr.mpe.qed.qld.gov.au/attachment/itinerary-template.docx) (mandatory template in Word format) and emergency contact details
* Proposed flight schedule/quote with details of flight times, numbers and class of travel
* Estimated costings including flights, accommodation, registration fees, transport/transfer costs, taxes, insurance, food, grant/prize money, cultural gift and donation
* A letter of support from the P&C Association/School Council, principal or sponsor (school based travellers)
* A letter of support/invitation from the agent, sponsor or organisation, business plan (corporate travellers)
* GoSafe Insurance quote
* COVID Safe Industry Plan (or similar) accommodation quote, including a copy of the COVID safe plan
* Any other relevant background information to support your request for international travel such as link to school or DoE priorities, conference program, presentation, research paper
* Any new potential risks identified and noted
* A copy of the initial approved International Travel Request
1. Determine whether the variation should be endorsed or rejected in Service Catalogue Online.

**During travel** 1. Ensure the supervisor is contactable at all times during the travel period should the travelling officer need to make contact.
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| **4. Post travel requirements**  |
| 1. Review the International Travel Report
* Confirm that the use of funds was appropriate and in line with the approved estimated costs.
1. Endorse the [International Travel Report](https://intranet.qed.qld.gov.au/EducationDelivery/international/InternationalTravel/Pages/Schoolstudytours.aspx)
2. Progress [International Travel Report](https://intranet.qed.qld.gov.au/EducationDelivery/international/InternationalTravel/Pages/Schoolstudytours.aspx)  to next supervisor/financial delegate for final approval.
3. Endorse claims for reimbursement of personal expenses incurred where deemed reasonable.

For more information about claiming work related expenses please refer to [the International Travelling, Relieving and Living Expenses (Directive 10/11).](https://www.forgov.qld.gov.au/documents/directive/1011/international-travelling-relieving-and-living-expenses) |