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# **TRAVEL POLICY**

## **SKATE AUSTRALIA**

### **VERSION CONTROL**

Version 1.0	3 April 2023
Version 1.1	5 February 2024



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## 1. INTRODUCTION

Skate Australia (SA) has established this Policy to ensure that Travel is organised efficiently and effectively, and in a manner that protects the safety of everyone travelling on SA's behalf.

Key Principals:

- 1.1. SA is responsible for the safety of all people taking part in any SA-Approved Travel.
- 1.2. SA will not approve any Travel which presents an unacceptable risk to the safety of travellers or the organisations involved.
- 1.3. All travel must be undertaken in accordance with SA policies and procedures, including the National Integrity Framework.
- 1.4. This Policy must be read and understood by all Travellers.
- 1.5. All Travellers must familiarise themselves with and abide by all SA policies and procedures, especially the National Integrity Framework.
- 1.6. SA Members (including those travelling for State/Territory organisation activities and or club activities) are also bound by this Policy when travelling to Skate events and/or other Skate activities.

## 2. PURPOSE

This Policy:

- 1.1. Outlines SA's risk assessment processes which will take place prior to the approval of any SA travel requiring an overnight stay;
- 1.2. Provides conduct and behavioural expectations for all travelling members of any travel to ensure that SA professional and integrity standards are being met;
- 1.3. Provides information on procedures for all prospective SA approved travel; and
- 1.4. Outlines the financial responsibilities of SA approved travel to ensure that travel meets budget requirements.

## 3. SCOPE

This Policy applies to any athlete, official, contractor, volunteer, parent, or other SA staff appointed to organise or travel on a SA approved domestic or international trip, and those SA members travelling to domestic or international events.

## 4. DEFINITIONS

### Defined Term

**Child / Children / Minors** carries the same definition as within the National Integrity Framework / Safeguarding Children and Young People Policy. Child, Children or Minor means a child or



young person, or two or more children or young persons, who is or are under the age of 18 years.

**Extenuating Circumstances** means anything outside of a persons' control which is unavoidable and cannot be changed. This includes, but is not limited to, personal emergencies, global pandemic, and force majeure events.

**Guardian / Guardianship** means an adult individual who has the legal responsibility of taking care of a Child Traveller and does not hold any other official role whilst on a trip (i.e. Team Manager, Trip Organiser, Head of Delegation).

**Head of Delegation** means a SA or Skate Organisation appointed person to oversee and to represent the group, assist with planning and on trip management. The Head of Delegation is responsible for attending all official meetings while on tour.

**Officials** means any individuals appointed by SA or Skate organisation to a formal role such as a Referee, Coach, Doctor, Physiotherapist or Chaperone for the trip/tour/event/camps.

**Skate Organisation** means those Skate Associations recognised by SA as the State/Territory Member Association in each of the States and Territories of Australia including any Club affiliates.

**Team Manager(s)** means any appointed person(s) to supervise/oversee the on-tour activities and group/team.

**Travel / Trip / Tour / Camp** means any travel requiring an overnight stay for Skate activities and Events including, but not limited to, International Skate events, National Championships, State Championships, and invitational and selected national and state training camps.

**Traveller(s)** means all employees and volunteers (of SA, SSO's and/or Clubs), athletes, officials, contractors, participants, and associated persons (such as parents/guardians) taking part in the SA-Approved Travel.

**Trip Organiser** means SA or its delegated Travel Management Company or SSO or Club appointed person to organise the tour logistics i.e., travel and accommodation, event entries etc.



## **5. RELATED DOCUMENTS**

The following SA policies and documentation must be considered in relation to this Policy:

- 1.5. Member Protection Policy (MPP)
- 1.6. Safeguarding Children and Young People Policy (SCYPP)
- 1.7. Critical Incident Management Framework
- 1.8. Chaperone Policy

All other SA policies can be found on the SA website.

## **6. SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

All obligations and protective measures outlined in the SCYPP are applicable when undertaking SA approved/sanctioned travel with children.

- 1.9. For SA-Approved Travel that includes Children, all adult Travellers must:
  - 1.9.1. Hold a current Working with Children check prior to departure;
  - 1.9.2. Have undergone the additional Recruitment & Screening procedures as required under the SCYPP;
  - 1.9.3. Have read the Children and Young People Practices Do's and Don't Booklet.
- 1.10. Heads of Delegation, Team Managers and Officials must be familiar with Safeguarding Practices for children and young people, especially procedures around reporting and responding appropriately to suspected child abuse, which is outlined in the National Integrity Framework / SCYPP. All individuals in a position of authority will be required to complete the Sport Integrity Australia Safeguarding Children and Young People in Sport Induction Course as a minimum requirement.
- 1.11. The Touring Party will be accommodated in accordance with the requirements in the National Integrity Framework / SCYPP, and as determined by the Trip Organiser.

## **7. TRAVEL MANAGED BY SKATE AUSTRALIA**

- 1.12. For Travel where SA is the defined Trip Organiser, SA, or its travel management company, will seek meal, accommodation and travel arrangements that are most suited to the team needs and athlete performance in terms of location, comfort, services, cost, and child safety.

### **International Travel - Approval Process**

- 1.13. Prior to accepting an international invitation and/or booking any international travel, the responsible manager (defined below) must undertake the International Travel Approval Process set out in Annexure A and complete the International Travel Approval Form set out in Annexure B.



- 1.14. Managers who are planning on travelling internationally for reasons other than tours/tournaments (e.g. World Skate Meetings) must also complete the International Travel Approval Process set out in Annexure A.
- 1.15. All international travel for and on behalf of SA must be authorised by the Chief Executive Officer (CEO) and the following steps undertaken:
- 1.15.1. Ensure that the tour/travel is covered by SA’s corporate travel insurance policy, or that adequate individual travel insurance is in place for those planning to travel internationally.
- 1.15.2. Identify the Alert Level for all countries and regions that are included in the proposed travel. This information is available on the federal government’s Smart Traveller website: <http://www.smartraveller.gov.au/zw-cgi/view/Advice/>
- 1.15.3. Prepare a summary level report which identifies and describes the circumstances in relation to the following matters:
- i. Heath
  - ii. Terrorism
  - iii. Civil unrest/political tension
  - iv. Crime
  - v. Local environment
  - vi. Transport safety (both air and ground)
  - vii. Natural disasters, weather and climate
  - viii. Ease of exit
- 1.16. Present the report and relevant supporting materials to the CEO for review and consideration of approval. The CEO will approve or reject the travel request in accordance with the delegated authority provided in this policy (in-line with the relevant Travel Advisory issued by the Department of Foreign Affairs and Trade (DFAT)) and based on the information submitted.
- 1.17. SA’s approval of international travel is likely to be as follows, except in extraordinary circumstances:

<b>DFAT Advisory Level</b>	<b>Description</b>	<b>SA’s Likely Response</b>
Level 1	Exercise Normal Safety Precautions	Travel is highly likely to be approved by the CEO.
Level 2	Exercise a High Degree of Caution	Travel may be approved by the CEO, pending thorough review
Level 3	Reconsider Your Need to Travel	Travel is unlikely to be approved
Level 4	Do Not Travel	Travel will not be authorised.

- 1.18. When planning travel, responsible managers are advised of the following for each level of travel:



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- 1.18.1. **LEVEL 1** → Items of note should be addressed within planning and briefed to all travellers and in submission to CEO. Plans of the travelling party must address the specific areas of caution addressed within the travel advice.
  - 1.18.2. **LEVEL 2** → Items of note should be addressed within planning and briefing to all travellers and in submission to CEO. Plans of the travelling party must address the specific areas of caution addressed within the travel advice.
  - 1.18.3. **LEVEL 3** → Items of note should be addressed within planning and briefing to all travellers and in submission to CEO. Plans of the travelling party must address the specific areas of caution addressed within the travel advice. Prior to approval of travel to a Level 3 destination, a recognised independent security advisor would also be consulted for advice as to the appropriateness of travel and/or the measures that must be taken should the proposed travel be approved.
  - 1.18.4. **LEVEL 4** → Only under very limited circumstances will the CEO in consultation with the SA Board approve travel to a destination that DFAT have categorized as Level 4. In the exceptional circumstance that travel to a Level 4 destination is deemed critical by SA's CEO, SA will seek external expert advice to ensure that appropriate security measures can be made to ensure the safety of all members of the travelling party prior to consideration by the SA Board. The decision to approve such travel would then require the unanimous support of the SA Board.
- 1.19. The CEO will advise the relevant manager by email of their decision, including (if the trip is approved) emergency contact details for them and the relevant back-up executive manager.

### Risk Management

- 1.20. If there are changes relating to safety whilst on a trip the SA appointed Trip Organiser is responsible for liaising with the Head of Delegation or Team Manager who must adhere to incident response and reporting requirements. The Trip Organiser is responsible for communicating with the CEO.
- 1.21. The Team Manager will be provided with Emergency Travel information taken from the Critical Incident Management Plan which covers important travel contact details, which will include important travel contact details including:
  - (a) Appointed travel management company
  - (b) Travel Insurance emergency contacts
  - (c) Relevant SA staff contact details
  - (d) Touring Party emergency contacts
  - (e) Host country medical emergency contact details (for international travel)
  - (f) Australian Embassy (for international travel)
- 1.22. Emergency contact details for the Touring Party will also be left with SA Trip Organiser at home base.
- 1.23. The Team Manager will be added into an event WhatsApp Group with the SA Trip Organiser at home base and ensure contact with the Touring Party and the SA Trip Organiser is maintained with reasonable frequency.



- 1.24. SA appointed Heads of Delegation, Team Managers and Officials are required to take reasonable steps in all circumstances to protect Team members or an athlete in their care from reasonably foreseeable risks of harm. Further, a SA appointed Official must provide to SA their current credentials (coaches and referees must hold the appropriate accreditation for the level they are coaching, medical staff must hold the appropriate qualifications for the position on the team that they are fulfilling i.e., Doctor or Physiotherapist) prior to appointment. Failure to provide this documentation shall render that official ineligible for appointment to travel under this Policy.
- 1.25. SA appointed Heads of Delegation, Team Managers, Officials and Guardians must comply with all requirements of SA's policies including Member Protection Policy, SCYPP, Anti-Doping Policy, and Code of Conduct always.
- 1.26. SA Heads of Delegation, Officials and Athletes must be provided with the relevant trip destination number to call in case of an emergency (e.g., Police 000).

#### **Ratios – Children and Minors**

- 1.27. The SA appointed Head of Delegation, Team Managers and Officials to athlete ratio will be a minimum; two Officials (Head of Delegation, Team Manager or Other) for every eight athletes (2:8) under the age of 18. This applies for both domestic and international travel.
- 1.28. When there are athletes under the age of 18 on a trip, a minimum of two Officials (inclusive of the Team Manager, Coach or Head of Delegation) must be appointed to the Team regardless of the number of athletes selected (i.e., one underage athlete = two officials).
- 1.29. Where the tour includes both male and female athletes under 18, there must be both genders represented by the adult Officials (i.e., one male and one female Official if there are male athletes and female athletes travelling who are under 18).
- 1.30. The SA appointed Head of Delegation will establish a two-deep (2) leadership model when doing room checks, attending meetings and/or other activities inclusive of transport to activities. Two-deep leadership is when 2 authorised adults should be present and observable by others.
- 1.31. SA Trip organisers will ensure that if mixed-team travel occurs, minors are accompanied by a screened male and/or female chaperone that is appropriate for the ratio of the athletes as per the Chaperone Policy.
- 1.32. SA Head of Delegation will ensure that appropriate supervision of athletes, inclusive of minors is always in place from the start of a trip until the trip has concluded when athletes can be safely transferred back to the supervision of their parents, carers and/or guardians where necessary.





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### **Athletes aged 14 or under**

- 1.33. SA will not approve overnight travel / stays for any child aged 14 or under unless they are accompanied on the trip by a parent/s or guardian/s to protect the best interests of the child. A parent/guardian of another athlete is permitted to act as the child's guardian provided permission is obtained from the parent/guardian of the child aged 14 or under and the relevant recruitment and screening checks are completed.
- 1.34. Athletes aged 14 and under on the 31st of December in the year of travel will require a parent or authorised guardian to accompany and be accommodated with them for all interstate or international travel to a ratio of one Guardian to four athletes (1:4) under the age of 14. Where a ratio of one to four is applied, the Guardian must be the legal guardian of at least one of the athletes and have completed the appropriate screening and checks. Parents and/or guardians are responsible for payment of their accommodation and travel costs.
- 1.35. SA requires a full risk assessment and screening process before accommodation and transport arrangements are organised for activities involving athletes who are minors.
- 1.36. A parent or guardian cannot be a person in a position of authority such as a coach, team manager, athlete, administrator or another athlete.

### **Parent/Guardian Involvement**

- 1.37. While teams have often traditionally travelled independently to allow athletes to focus on their involvement in the team activities, SA is committed to child safeguarding including to put the needs of the child first and to provide opportunities for parents or guardians of athletes to be involved in their sporting endeavours.
- 1.38. SA will keep the parents and guardians informed about the travel including:
  - 1.38.1. Destination and venues
  - 1.38.2. Competition details
  - 1.38.3. Supervision levels
  - 1.38.4. Roles and responsibilities of accompanying adults
  - 1.38.5. Estimated time of arrival and departure.
- 1.39. Parents and Guardians of children may accompany their child on domestic or interstate travel and international travel, provided they do so at their own expense.
- 1.40. SA will not make any domestic or international travel arrangements, accreditation, or tickets for parents/guardians, unless they are accompanying children aged 14 or under.
- 1.41. During travel, children must have the contact details of a trusted adult, have a means to contact them, and be allowed to contact them if they feel unsafe, uncomfortable, or distressed.



- 1.42. There will be an expectation that Parents/Guardians traveling with the touring party:
- 1.42.1. agree to be bound and comply with all SA policies;
  - 1.42.2. understand their role during the travel is the duty of care and support for their child and they hold no other official role (i.e. coach, team manager), unless previously agreed by SA; and
  - 1.42.3. take direction, as necessary, from the Head of Delegation, Team Manager or Coach

### **Travel Arrangements**

- 1.43. Following the approval and selection of athletes and Officials to travel to an event, the SA Trip Organiser will coordinate all logistics associated with the trip unless otherwise advised. Logistics, including entries, accommodation, flights, travel insurance, visas, uniforms, and meals will be organised entirely through SA, or their nominated agent, regardless of tour funding.
- 1.44. Any change to an athlete's travel plan will need to be communicated to the SA Trip Organiser immediately and approval provided prior to any change.
- 1.45. SA has the discretion to re-allocate the responsibility of the coordination of logistics associated with a trip to an appointed external Tour Organiser or an appointed Trip Organiser.
- 1.46. All Travellers must travel to the event as a team or as otherwise directed by SA. All travel will be co-ordinated by SA's Trip Organiser unless otherwise advised.
- 1.47. Travellers may, subject to SA's prior approval modify their return travel, noting the following:
- Travellers must request approval, in writing, from the relevant SA Trip Organiser.
  - Following approval, submit modified return details to the SA Trip Organiser by the set deadline as outlined in the Selection letter.
  - No change requests can be made after the set deadline unless there are extenuating circumstances. Such requests must be made in writing to the SA Trip Organiser and are subject to approval at SA's sole discretion. Team members who choose to alter their return travel and do not meet the modified return set deadline will be responsible for organising their own return flight and any additional costs incurred due to the changed return flight regardless of funding.
  - For modified travel, the SA Trip Organiser will assist with the modification of travel insurance. Travellers will be responsible for any additional costs/fees associated with the modification of travel insurance.
  - Alternative return travel will only be approved if the SA Trip Organiser can be assured SA is meeting its duty of care.
  - Alternative return travel will not be approved for the SA appointed Head of Delegation, Team Managers or Officials if the ratio to athlete is not achieved for the return flight home.



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- 1.48. Parents or authorised guardians accompanying athletes under 14 years of age must not hold an official role such as Head of Delegation, Team Manager or Official whilst travelling.
- 1.49. Athletes under 18 years of age will always require parental / guardian consent for alternate return travel arrangements.

### **Overnight Stays**

- 1.50. SA will always aim to ensure that people are roomed with those with who they feel comfortable and safe, and invite athletes/parents to provide any details, specifications, as well as suggestions about who they or their child feel most comfortable. However, this may not always be possible, and the SA Trip Organiser will complete the final logistics.
- 1.51. SA will obtain written approval prior to any overnight stays from parent/s or guardian/s – this includes electronic messaging such as email or SMS.
- 1.52. It is recommended that athletes under the age of 14 stay in hotel rooms with their parents/guardians.
  - 1.52.1. If a child's parent/guardian is not present, then arrangements should be made (signed permission form) for a child to share a room with another athlete and their screened guardian.
  - 1.52.2. If there are situations where athletes under the age of 14 do not have a parent/guardian available for travel, consider grouping these athletes together with older and responsible athletes who are chosen to help supervise.
- 1.53. Coaches and/or Team Management are not permitted to share rooms, apartments, or beds with athletes under any circumstance.
- 1.54. Coaches or/Team Management of mixed genders should stay in hotel rooms or apartments of the same gender.
- 1.55. In the event athletes are required to share a bedroom, SA will ensure each athlete has their own bed, are of the same gender and where possible, ensure the athletes are of a similar age.
- 1.56. Privacy for athletes, coaches, and Team Management should be made clear around bathroom use, showering, and changing in hotel rooms and dorm rooms. Adults, unless the parent/guardian of the child, should not share bathrooms or showers with athletes.
- 1.57. SA Team Management will only provide first aid if they are qualified and in the presence of another SA Official or tour member. SA will seek immediate emergency attention for athletes when required and inform parent/s and/or guardian/s as soon as practicable if an athlete is injured or taken unwell in their care.
- 1.58. The Head of Delegation and Team Management will brief the touring party on:



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- 1.58.1. Curfews
- 1.58.2. Where athletes can and cannot go on their own or without an adult accompanying them (for minors)
- 1.58.3. Expectations when within the hotel but outside of the room
- 1.58.4. Who to contact in the case of an emergency

### **Travel Documents**

- 1.59. Travellers must supply the required travel documents to the Trip Organiser by the acceptance deadline as outlined in the selection letter. Documents should include as a minimum:
  - (a) Athlete / Official Agreement
  - (b) Medical Consent Form
  - (c) Passport and Visa requirements (for international events).
  - (d) Medical Management Plan (if applicable)
  - (e) Dietary Management Plan (if applicable)
  - (f) Emergency contact details for all touring party
  - (g) Working With Children Check details (or equivalent) for the Head of Delegation, Team Managers, Officials and Parent/Guardians
  - (h) International Travel Vaccination Certificate (where required for international events)
  - (i) Proof of a negative COVID test if required (conducted in line with the airlines protocols)
- 1.60. SA may request such further documents or information from Travellers as it considers reasonable and/or necessary.

### **Behaviour**

- 1.61. The expected behaviours of all travellers are set out in the SA Code of Conduct, SA Member Protection Policy and SA SCYPP. For the avoidance of doubt, all Travellers must have agreed to be bound by the expectations set out in these policies and understand that disciplinary action may be taken should they breach those policies.
- 1.62. Travellers must follow all reasonable instructions made by the relevant Head of Delegation, Team Manager, Chaperones and/or Officials while on a trip.

### **Communication**

- 1.63. The support of parents/guardians is vital to the athlete and their mental wellbeing, and every effort will be made to ensure that social and family time is allocated where appropriate and possible around competition and training times, especially for those athletes under 18 years of age.
- 1.64. SA will inform all parents and guardians of the trip details via the communication channels in place during the trip.
- 1.65. Athletes will inform SA Head of Delegation immediately in the event a change to a travel itinerary or flight is concerned. Any changes to flight or travel arrangements will need to be approved by SA Team Management prior to travel.



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- 1.66. Parents and guardians of minors will inform SA Head of Delegation immediately in the event a change to a travel itinerary or flight is concerned. Any changes to flight or travel arrangements will need to be approved by SA Team Management prior to travel.
- 1.67. SA Head of Delegation will immediately inform the SA CEO of any changes to an athlete's travel schedule.
- 1.68. In the event of a Critical Incident, the SA Critical Incident Management Plan and Communications Plan will take precedence.
- 1.69. The SA appointed Head of Delegation will establish a two-deep (2) leadership model for online communication such as a WhatsApp Group, Kairos or online messaging group for disseminating information to the touring party members and athletes. Two-deep leadership is when two authorised adults should be present online and observable by others.

### **Finances**

- 1.70. The Head of Delegation, Team Managers and Officials are to exercise strict economy and accountability when making financial decisions, must seek approval for costs over designated amounts and must properly account for expenses with receipts.
- 1.71. SA funds can only be used for expenses relating to the trip (i.e., travel, competition, and training). SA funds will not be used for any personal expenses not related to the trip (i.e., alcohol, coffee, excursions).
- 1.72. All athletes and Officials invoices must be paid in full prior to departure, in line with the invoice terms unless a later date has been advised or approved in writing by the SA CEO or delegate.
- 1.73. Failure to pay the travel invoice in full by the due date specified by the Trip Organiser, will result in the individual being withdrawn from the trip, travel arrangements cancelled, and the individual being liable for any cancellation costs.
- 1.74. All athletes or Officials withdrawing after acceptance of their position will be liable for all non-refundable travel and/or event expenses.
- 1.75. Any changes to travel outside extenuating circumstances by the Athlete or travelling personnel, such as a missed flight – additional flight and travel costs will be at that person's expense or that of his or her parent or guardian where a minor is concerned and it may be dealt with under a breach of SA Policy.

## **8. CHANGES TO THE POLICY**

Changes to this policy may be submitted for final review and approval by the SA CEO. Once a change has been approved, the policy will be updated in the official SA policy register.

In addition, SA is committed to ensuring all policies are up to date, reflect current practices and the current environment. The latest review date is recorded at the beginning of the Policy.



## 9. COMPLAINTS

Any breaches of this policy which may constitute a breach of the National Integrity Framework, the SCYPP, or SA complementary integrity policies and will be dealt with under the SA relevant complaints process.

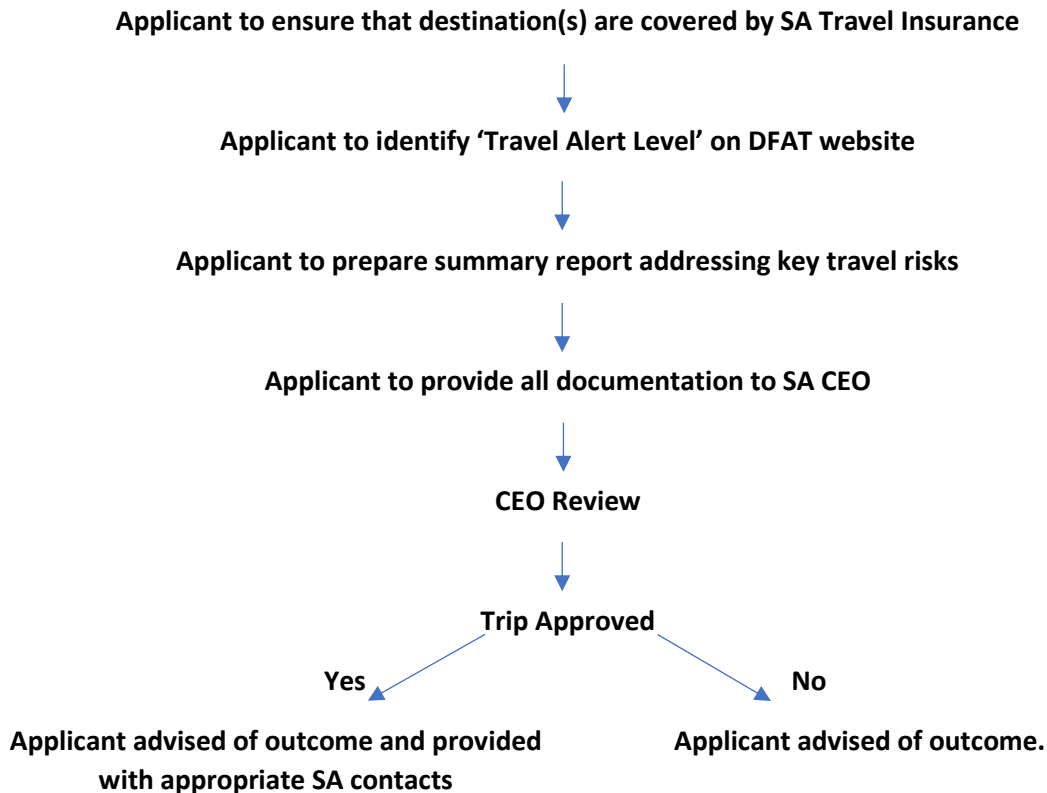
To report a breach of the SCYPP, individuals should report directly to Sport Integrity Australia.

The [SA Complaints, Disputes and Discipline Policy](#) applies to any Disciplinary Action taken for any alleged breach of this Policy, unless the relevant behaviour may constitute a contravention of a different policy.

Available reporting options can be found on the [Sport Integrity Australia website](#) or via the [Skate Australia webpage](#).

## 10. ANNEXURE A

### International Travel Approval Process





### International Travel Approval Form

Present this form the report and relevant supporting materials to the Chief Executive Officer for review and consideration of approval.

The Chief Executive Officer will approve or reject the travel request in accordance with the delegated authority provided in this policy and based on the information submitted above.

Trip Organiser:	
Head of Delegation/Mgr:	
Touring Party:	
Reason for travel:	
Destination:	
Are minors or children travelling? <i>[if yes, detail how you will meet ratio and any parental involvement]</i>	

International Travel Approval Process	
Question	Answer
Is the tour/travel is covered by Skate Australia's corporate travel insurance policy?  If no, is adequate individual travel insurance is in place for those planning to travel internationally?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Identify the Alert Level for all countries and regions that are included in the proposed travel.: <a href="https://www.smarttraveller.gov.au/destinations">https://www.smarttraveller.gov.au/destinations</a>	<b>[insert Overall Advice Level, last updated date and any relevant alerts – for example</b>  <b>Country:</b> <b>Alert: Do not travel</b> <b>Last Updated: 31 Dec 2022</b>  <b>Alert: Exercise normal safety precautions]</b> <b>[insert Alert Level here]</b>



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<b>CEO to complete:</b>	
Date	
Outcome	Approved <input type="checkbox"/> Not approved <input type="checkbox"/>
<b>Executive contact for trip:</b>	
Name	
Phone number	