

Official Travel Policy – Official Travel Publication Template

Travel & Subsistence							
Ministry	Name	Post	Reporting Period				
Office of the Deputy Governor	Mary Rodrigues	Chief Advisor	October 2018 to December 2018				

		Description	Travel		Accommodation/Subsistence/Allowance		
Dates of Travel	Destination						Other
			Air	Other	Hotel	Allowance	Expenses
20 to 25 October 2018	Guyana	To attend the 7 th Biennial Commonwealth Public Service Ministers Forum, on behalf of the Deputy Governor, and to represent him by moderating a panel and judging innovation projects.	1103.67	0	1418.76	508.50	0