



cetb

Bord Oideachais agus
Oiliúna Chorcaí
*Cork Education and
Training Board*

FOREIGN TRAVEL APPLICATION PROCEDURE

Cork ETB wishes to acknowledge the commitment of staff in travelling abroad to participate in various projects to further develop and enhance their skills and recognises the value of the experience gained to the staff and students and Cork ETB.

In order to comply with DES guidelines and insurance requirements, any member of staff, irrespective of position held, seeking to travel abroad on work related business must seek the advance approval of the Chief Executive before any arrangements are entered into viz flights, accommodation, etc.

This is regardless of whether the travel will incur costs to Cork ETB or is fully funded by another agency.

Retrospective permission will not be given under any circumstances and the staff member will be considered to be absent without leave.

If you wish to make application for Foreign travel, please request such leave through Core ESS using the 'Foreign Travel' leave type. The request will be routed through the Principal/Centre Manager for initial approval/comment, however, the ultimate decision as to whether permission is granted or not rests with the Chief Executive and no arrangements should be entered into until his approval has been received.

Each electronic application must be supported with the relevant documentation outlining details of the purpose of travel, funding details and dates of travel and should be sent to the HR Department, 21 Lavitts Quay, Cork once the application has been made on ESS.

Any queries on this matter should be addressed by email to leavereturns@corketb.ie or telephone Human Resources on 021/4273377.

**T. OWENS,
Chief Executive Officer.**

07 May, 2015