



Policy Document **Travel Authorisation Forms**

Policy	Travel Authorisation Forms
Responsible to	GMP&P
Date Revised	16 th September
Reference	V 1.0

Revision History

Date	Version	Comments
16/09/2010	1.0	Updated Travel Authorisation Form Policy

Purpose of this Policy:

- To update current Travel Authorisation policy so that processes are streamlined.

Case 1 – Individual Travel Authorisation Form Procedure:

- Individuals / clubs / coaches to complete form, send to their appropriate region for approval
- Region signs approval and sends to Rebecca Turner at SNZ rebecca@swimmingnz.org.nz
- Rebecca then sends to appropriate International Federation

Case 2 – International Team Travel Authorisation Form Procedure:

- SNZ High Performance Administrator to prepare list
- SNZ General Manager of Performance & Pathways to sign
- Administrator sends to International Federation and copy to appropriate Regions for their records

Please see new forms under High Performance FORMS tab.