

(6) Purpose of Travel

Please ensure that the purpose is adequately described. Terms such as 'temporary duty travel' or 'Liaison' are not adequate. Passport Office will use the purpose of travel described on the form to obtain necessary visas.

(7) Duration (Days)

The actual number of days in travel status should be recorded here. Naturally, this total excludes any days of personal travel.

(8) Estimated Cost

Only an estimate of the major *Transportation* costs need be recorded here. This information can be obtained by calling Central Travel Service and requesting a fare quotation.

An estimate of *Other Expenses* can be calculated by the following formula:

- (i) Multiply the duration of the trip in days by the sum of
 - (a) the composite allowance rate (which includes incidentals) and
 - (b) the daily hotel rate;
- (ii) Add 15% to the total calculated in step (i) to cover miscellaneous costs; and,
- (iii) Where unusual circumstances such as hospitality, seminars or car rental require an amount greater than the calculated estimate, please explain this requirement very briefly in the *Remarks* box.

(9) Itinerary

A detailed itinerary should be recorded in the space provided. Flight and other transportation information may be obtained prior to completing the form by contacting Central Travel Service.