APPENDIX E. statement of purpose and benefits to western australia

This report is required only on request by the approver for an overseas travel.

If more than one officer attended the same event, only one report is required.

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| **Statement of Purpose and Benefits to Western Australia**

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| **Traveller’s Details** |
| Name of Traveller(if more than one officer attended the same event, list names of all officers) | Dates of Travel | Destination |
| City | Country |
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| **Purpose of Travel** |
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| **Detail the Benefits to Western Australia Arising from the Travel** |
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**Prepared and submitted by:**

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|  |  |  |  |  |
| Name of Officer |  | Directorate/Regional office/School |  | Date |

**Notes:** 1. The report must be submitted within two months of the completion of the trip.
2. The report must not include any information that may have privacy, legal, commercial or Cabinet in confidence implications.
3. Officer must indicate if a report or parts of a report should not be made public. Give reasons as to why.
4. Submit the report to the approver. If it is for the Minister, the report must go through the Ministerial Liaison Unit.
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