

**From:** Rod McDonald -VAN  
**Sent:** Tuesday, 29 April 2014 12:12 p.m.  
**To:** Melissa Trochon -VAN  
**Subject:** Travel approval - Rod McDonald - Ottawa 26-30 May 2014

Hi Melissa,

Seeking your approval please for a trip to Ottawa on 26-30 May 2014 to attend CANSEC 2014 and the Defence & Security Business Collaboration Conference (Quadrilateral) in Ottawa.

Thanks.

Cheers,

Rod

P.S. With all the activity around CANSEC I think it may be very difficult to plan a NZ reception or dinner. Suggest it may be better to organise something separately later in the year (perhaps Oct/Nov).

## AMERICAS REGIONAL TRAVEL APPROVAL FORM

**Business Unit:** 501

**Subject:** Request for approval for Rod McDonald to travel to Ottawa, Ontario on 26-30 May 2014.

**Purpose of Visit:**

- RM to attend the Canada-Australia-UK-U.S. Quadrilateral Conference (27 May)
- RM to attend CANSEC (28-29 May) together with NZ Delegation, including the NZ High Commission staff in Ottawa and Washington DC-based NZ Defence Advisor, WGCDR Nigel Sainsbury.
- Other Defence/Marine/Public Safety meetings arranged around CANSEC.

1. **Budget:**

Currency	CAD
Airfares Vancouver-Ottawa-Vancouver (including departure taxes)	800
Accommodation per night for 4 nights @ \$250/night	1000
Meals per day 5 days @ \$100 /day	500
Transportation	150
Quadrilateral Conference registration	200
<b>Total</b>	<b>2650</b>
Business unit paying for this trip	501

2. I have requested a travel advance for this trip. No (Regional Director approval required)

3. Travel insurance – details of trip will be entered onto Willis website

4. I wish to use an NZTE credit card to book this trip. No (Cardholder approval required)

Released under the OIA