

LEADTIMES FOR TRAVEL

Mark & Bonny submit to Shay

OD, DOP, DTDT - submit to Tracy

THESE DEADLINES ARE FIRM – For Sponsored travel NO late submissions will be permitted without Mark's approval

Prior to event start date

Type:

4 Weeks

Local Non-Government

4 Weeks

Local Government with Registration

None

Local Government without Registration
(Submit Reimbursement Claim Form when return)

4 Weeks

Domestic Non-Sponsored Travel

9 Weeks

Domestic Sponsored Travel

10 Weeks

Foreign Non-Sponsored Travel

13 Weeks

Foreign Sponsored Travel