

## International Travel Approval form (ITAF)

### Instructions and important information on the International Travel Approval Form

**Note:** All international travel booked, must comply with the [International Best Fare \(IBF\)](#).

#### Who can approve this form?

Please refer to the [AFP Delegations](#) or seek advice from the [International Travel Team](#).

#### What is the travel approval process?

For international travel - write an Executive Brief (AFP Forms) to accompany this form and progress for approval through your line Management to the applicable Delegate\*\*.

The Attorney-General must be notified by a formal, written Ministerial Submission of all non-exempt overseas travel where costs exceed **\$20,000** for individual or delegation/group travel. The standard timeframe for Ministerial Submissions is two weeks. For questions about the Ministerial Submission process, please contact [s 47E\(d\)](#) [afp.gov.au](#).

In addition, where an individual and/or travel delegation/group costs (travelling to the same destination for the same purpose) airfares, hotel and incidental costs are **\$50,000** or above, Commissioner approval is required.

#### Booking International travel

**ALL** international travel must be booked through the AFP's International Travel Team. Travellers are **not authorised** to make their own international bookings.

[International Travel](#)

[Travel Team HUB contact](#)

#### Where to send the completed form?

[s 47E\(d\)](#)

[@afp.gov.au](#)

An approved scanned copy of the travel approval form.

#### Retention of the International Travel approval form

A copy of this signed form must be retained by the traveller, and scanned into [Fraedom](#) to reconcile airfare charges for acquitting your travel.

#### Security Requirements

It is a requirement that you must register your travel details at [Smartraveller](#).

#### Standard Tactical Plan

If the country you are travelling to has been deemed as '**DO NOT TRAVEL**' by DFAT for reasons other than **COVID-19**, you are required to complete a [Tactical Planning Assessment](#) (TPA).

#### Mandatory - Advice to post

The traveller must advise the relevant AFP International Post of their intent to travel and/or transit through their area of responsibility. This can be done by following the link to the [AFP International Command Liaison posts and areas of responsibility page](#), and emailing the relevant post.

#### Communication devices

International Roaming \$10.00 Day Pass

[Mobile Telephone Accounts](#)

Please contact the Mobile Telephone Accounts Team on (02) [s 47E\(d\)](#)

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Travellers Personal Details						
Name of traveller: (as per passport)	s 47E(c)					
Title/ rank	Detective Superintendent	AFP Number:	11302			
Contact Details: Must be contactable whilst overseas	Work Phone: + s 47E(d)					
	Private email address: s 47E(d)@afp.gov.au					
Internal Order no./PROMIS:	s 47E(d)	Cost Centre:	s 47E(d)	AFP Credit Card Card Verification Value (CVV):	490	
Command: (Command funding travel)	International Command			Business Area: (Area funding travel)	Amman Post	
Security Clearance:	NV2 PV	Compartment Briefings:			Choose an item. C,D,E,G	
Business Reason For Travel:	The s 33(a)(iii) are providing s 33(a)(iii) training to the s 33(a)(iii) SO. Amman has been invited to observe this training and meet with senior members of th s 33(a)(iii) s 33(a)(iii)			Exempt or Non-Exempt Travel: (Please refer to <a href="#">Exemptions Page</a> for definition)	Exempt	
<b>MANDATORY:</b> Have you advised the relevant <a href="#">AFP International Post</a> of your intent to travel and/or transit through their area of responsibility?					<input checked="" type="checkbox"/> <b>Yes</b> <b>Members Initials:</b> s 47E(c) ...	
Travel Itinerary						
Depart from	Date	Time	Arrive at	Date	Time	
Amman	24/7/2023	1200	Jerusalem	24/7/2023	1500	
Jerusalem	27/7/2023	1500	Amman	27/7/2023	1700	
Total no. of days	4			Insert additional lines if required.		
Mode/s of travel:	<input type="checkbox"/> Air	<input type="checkbox"/> Train	<input type="checkbox"/> Boat	<input type="checkbox"/> Coach	Other(please state)	AFP Vehicle
Class of travel: (Band Level Entitlement)	<input checked="" type="checkbox"/> Economy <b>Substantive Band 1-8</b>		<input type="checkbox"/> Premium Economy <b>Substantive Band 9</b>		<input type="checkbox"/> Business <b>SES</b>	
Excess Baggage Cost:	\$ <u>  </u> or <input type="checkbox"/> N/A					
By signing this form you, the traveller, acknowledges that you have a full understanding of the <a href="#">National Guideline on Travel and Living Away from Home</a> and the <a href="#">National Guideline on using the AFP Corporate Card</a> including your responsibilities when using and acquitting the use of AFP monies.						
Estimated cost	Fares:	\$	Accommodation:	\$1200		
	Visas:	\$	Meals, taxis, etc:	\$ 1000		

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(Budget purposes)	<b>Total estimated cost of travel:</b>				<b>\$ 2200</b>
Requested by (traveller:	s 47E(c)	Signature:	s 47E(c)	Date:	11/7/2023
<b>Security</b>					
The information you provide within this section will be used to inform the Approver of the types of security risks and precautionary measures being taken in relation to your travel. If the country you are travelling to has been deemed as <b>'DO NOT TRAVEL'</b> by DFAT for reasons other than COVID-19, you are required to complete a Tactical Planning Assessment (TPA).					
<b>Country or location name:</b>	<b>Israel</b>	<a href="#">DFAT Travel Advisory Rating(s)</a> Exercise a High Degree of Caution and Reconsider Your Need for Travel.			
<b>Endorsement by line management (Band 9 or above)</b>					
Title:	<b>CEAME</b>	Signature:		Print Name:	<b>AC David McLean</b>
Command/Business area:	<b>International Command</b>	AFP ID:	<b>5132</b>	Date:	
<b>Approval of proposal to spend relevant money in accordance with the PGPA Act</b>					
<p>I, the undersigned, as relevant Delegate** for this proposal to spend relevant moneys, attest that:</p> <p>a) I am the appropriate duly authorised delegate** of the Commissioner of the Australian Federal Police for the approval of such payments**;</p> <p>b) I have made all reasonable enquiries to satisfy myself that there is sufficient appropriation to meet this commitment and that this expenditure is:</p> <ul style="list-style-type: none"> <li>▪ Not inconsistent with the policies of the AFP and the Commonwealth; and</li> <li>▪ will be a 'proper use' of relevant money.</li> </ul> <p>c) The approval complies with the AFP Code of Conduct, particularly in relation to avoiding conflicts of interests.</p> <p>d) I have confirmed that the member travelling, have advised the relevant Post/Mission of intent to travel and/or transit through their area of responsibility.</p> <p>e) I have confirmed that the member travelling has signed the ITAF.</p>					
Signature of relevant delegate**:		Print name:		AC David McLean	
Title:	CEAME	AFP No.	5132	Date:	
Command/Business area:					
<b>International Travel Approval Process – \$50,000 &amp; \$20,000</b>					
<b>Delegates Please Note -</b>		<p>The Attorney-General must be notified by a formal, written Ministerial Submission of all non-exempt overseas travel where costs exceed <b>\$20,000</b> for individual or delegation/group travel. The standard timeframe for Ministerial Submissions is two weeks. For questions about the Ministerial Submission process, please contact s 47E(d) <a href="mailto:">@afp.gov.au</a>.</p> <p>In addition, where an individual and/or travel delegation/group costs (travelling to the same destination for the same purpose) airfares, hotel and incidental costs are <b>\$50,000</b> or above, Commissioner approval is required.</p> <p style="text-align: center;"><a href="#">Ministerial Submissions</a></p>			

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\*\* [Commissioner's Financial Instructions \(CFI's\) AFP Delegations –Schedule 3B – Delegations relating to International Travel](#) \*\*

**Mandatory – Member to advise Post**

The traveller must advise the relevant [AFP International Post](#) of their intent to travel and/or transit through their area of responsibility.

When approved by the delegate, please email this form to [s 47E\(d\)@afp.gov.au](mailto:s 47E(d)@afp.gov.au) (requires a scanned signed copy)

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BY THE AUSTRALIAN FEDERAL POLICE UNDER THE  
FREEDOM OF INFORMATION ACT 1982 (CTH)

s 47E(c)

**From:** McLean, David  
**Sent:** Monday, 24 July 2023 4:53 PM  
**To:** s 47E(c)  
**Subject:** RE: Israel Travel [SEC=OFFICIAL:Sensitive]

**OFFICIAL: Sensitive**

Thanks very much s 47E(c) Travel approved. Please maintain contact throughout the week please.

**ASSISTANT COMMISSIONER DAVID MCLEAN**

COMMANDER EUROPE AFRICA AND MIDDLE EAST  
INTERNATIONAL COMMAND

AUSTRALIAN HIGH COMMISSION LONDON

Tel: +44 (0)

Mob: +44(0) s 47E(d)

Ext s 47E(d)

[www.afp.gov.au](http://www.afp.gov.au)

**From:** s 47E(c) s 47E(d) @afp.gov.au>

**Sent:** Wednesday, 19 July 2023 6:46 PM

**To:** McLean, David s 47E(d) afp.gov.au>

**Subject:** Israel Travel [SEC=OFFICIAL:Sensitive]

**OFFICIAL: Sensitive**

CEAME,

Please find attached an ITAF for travel to Israel next week. As discussed, I have been invited to observe/participate in the s 33(a)(iii) raining which is being provided to the

s 33(a)(iii) The training will take place at the headquarters of the s 33(a)(iii)

s 33(a)(iii) This area is currently considered by DFAT to be a 'Reconsider Your Need to Travel' destination. To overcome security concerns we will stay in s 33(a)(iii) overnight and travel into s 33(a)(iii) each day for the training. The s 33(a)(iii)

s 33(a)(iii) This is equal to, or more than the security provided for members of the Australian Consulate in s 33(a)(iii) who also travel into and out of s 33(a)(iii) rom s 33(a)(iii) each day.

The travel is in support of my efforts to build an operational relationship with th s 33(a)(iii) and the agencies working closely with the them.

Thank you,

s 47E(c)

**DETECTIVE SUPERINTENDENT** s 47E(c)

SENIOR OFFICER - AMMAN

MIDDLE EAST & EUROPE COMMAND

Tel: + s 47E(d) Ext: s 47E(d)



**AFP**



The Australian Federal Police acknowledges the Traditional Owners and Custodians of Country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to First Nations people, culture and Elders past, present and emerging.

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# REMITTANCE ADVICE

For all Travel related payment enquiries contact  
Ph: (02) s 47E(d) 8am - 4pm weekdays)  
Email: s 47E(d) @afp.gov.au OR  
Email: s 47E(d) afp.gov.au

All Other payment enquiries contact  
Ph: s 47E(d) 8am - 4pm weekdays)  
Email: s 47E(d) afp.gov.au

Date: 21.07.2023

ABN: 17 864 931 143

Payment Number: 15714384

s 47E(c)  
C/O AFP - Headquarters  
Canberra ACT 2601

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fax:  
email: s 47E(d) afp.gov.au  
Vendor Account: s 47E(d)

Dear Sir/Madam,

We have credited your account with the items listed below.

Date	Reference	Description	Gross	Deductions	Net Amount
20.07.2023	0087702625	Internat.trip 21.06.2023 - 23.06.20	615.00	0.00	615.00
Sum total			615.00	0.00	615.00

The total amount has been transferred to your bank account. If payment has not been received within five working days of receipt of this advice please call the contact number shown.

***If you are no longer travelling, your per diem must be repaid in full, immediately. Any debts to the AFP created by the adjustment of per diems, during or after travel, must be repaid within 28 days.***

***For all enquiries relating to the payment or repayment of per diems please contact Per Diems s 47E(d) afp.gov.au***

Payment document	Date	Currency	Payment amount
15714384	21.07.2023	AUD	*****615.00*