



Republic of Botswana

MINISTRY OF FOREIGN AFFAIRS AND INTERNATIONAL COOPERATION

OFFICIAL TRAVEL NOTIFICATION FORM

Name:

Position/Title:

Org/Min/Dept:

Address:

Phone (w): (mobile)

E-mail:

Destination Country (ies)

Transit Country (ies)

Dates of Travel: from to

Purpose of Trip:

.....

Name of Host Organisation/Ministry/Department at country of destination

.....

Contact Information (address and phone numbers of the host Organization/Ministry/Department/ persons/places you are staying at/with while abroad. Please provide details so we can contact you easily in case of emergency)

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Name and Telephone of Contact Person in Botswana who may be reached at anytime, and through whom messages can be relayed:

.....

Traveller's Signature: Date:

*This Notification Form must be completed only for Official travel outside Botswana. Upon completion it must be submitted to the Protocol Department of the Ministry of Foreign Affairs and International Cooperation who will in turn fax/email to the relevant Botswana Mission where an official/VIP will be travelling or transiting. Please note that this is **not** an external travel Authorisation Form. The latter should be obtained separately.*