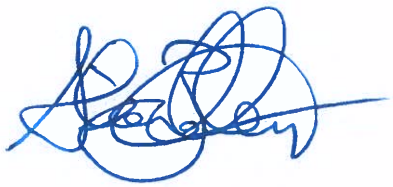
Cayman Islands Government
Official Travel Policy

Ministry of Tourism and Transport
Official Travel Application Form

Applications for Official Travel must be submitted for approval at least 30 days prior to proposed travel. Official travel cannot take place prior to this authorisation.

Name	**Stran Bodden**			
Post	**Chief Officer, Minister for Tourism and Trade Development**			
Destination	**Bermuda**	**MAXIMUM**	**Per Diem: KYD $250**	**Lodging: KYD 452**
		AVERAGE LODGING	**(KYD)**	**USD**
OFFICIAL Travel Dates	**Commencement Date:** 22 Feb 2026	**Concluded Date:** 25 Feb 2026	**Number of days:** 4	
Physical Departure and Arrival Dates in Grand Cayman	**Departure Date:** 22 Feb 2026	**Arrival Date:** 25 Feb 2026	**Number of days:** 4	
Airline and Class of Air travel	American Airlines – Economy class			
Purpose (i.e. provide business objective for the travel)	To attend CTO 2026 Spring Business Meetings and Air Connectivity Summit			
Justification for deviation from the standard terms of the Policy:	See attached correspondence regarding the hotel accommodations and conference registration being paid for by the Caribbean Tourism Organization.			

Details of Estimated Expenses: *(Procurement method)*	**FOREIGN CURRENCY** Type of Currency	Amount	Rate	CI$ Equivalent	Advance Requested
Daily per diem Allowance (Advance, PO/Check, Credit Card)		See attached		892.50	892.50 ✓
Hotel Bills - credit card (Advance, PO/Check, Credit Card)	USD	1170.00 ✓	.84	982.80	
Airfare – (Southwest Airlines) – PO (Advance, PO/Check, Credit Card)	USD	1307.05 ✓	.84	1097.92	
Official Phone Calls (Advance, PO/Check, Credit Card)					
Car Rental (pre-approved) (Advance, PO/Check, Credit Card)		0		0	
Conference/Course fees/etc. (Advance, PO/Check, Credit Card)		0		0	
Other Expenses (specify) (Advance, PO/Check, Credit Card)					
			Total Estimated COST CI$	**2973.22**	
			Total Advance Requested		892.50



Cayman Islands Government
Official Travel Policy

I wish to apply for official travel as set out above. I understand that any **unclaimed expenses must be cleared within 7 days of my return.** Requests for official travel should be given to the Chief Officer or their delegate at least 30 days before departure. Foreign currencies are converted at the actual purchase price to be paid except for US dollars for which the rate is US$1.00 to CI$0.84. **Unapproved travel expenses will not be paid.**

I DO/ ~~DO NOT~~ support this application:

Signature and Date (Applicant)

16 Feb 26
Name, Signature & Date (Head of Department)

Ministry of Tourism and Trade Development
Cayman Islands Government
FEB 10 2026

Signature and Date (Finance review)

Application APPROVED/ NOT APPROVED

Name, Signature & Date (Chief Officer)