

Request for support from TIQ regional office

Proposed overseas travel

- This form is to be used to request TIQ support for overseas travel to countries where TIQ is represented.
- Please complete this form and email it to your local TIQ office at least 12 weeks before departure.
- TIQ will review the request and respond within 10 working days.
- TIQ's capacity to support the proposed visit will depend on the priorities and the workload of the offices involved.
- TIQ will not provide support for cultural or non-business-related activities.
- If local businesses intend to participate in a delegation, please engage TIQ as early as possible to allow us to qualify businesses and provide appropriate in-market assistance.
- TIQ may propose a contractor be engaged at a cost to undertake the required work. The costs associated with the contractor and any additional costs incurred in facilitating the requirements will be payable by the organisation responsible for the delegation.
- TIQ requires reimbursement of all costs incurred by TIQ to support the visit, except staff time. Costs may include accommodation, ground transport, interpreters, etc. Approximate costs will be advised in advance of the travel.

Contact details

Organisation name:

Contact name:

Position:

Email:

Telephone:

Details of people travelling

Name:

Position:

Accompanying delegation:

Yes No

Councillors / staff

Local businesses: estimated number _____

Locations and dates

City:

Start date:

End date:

Note: If you cannot fit all information on this page, please attach a detailed itinerary when submitting this form.

Are travel dates flexible?

Yes No

Purpose of travel

Brief summary of general goal/s:

Desired specific outcomes of travel:

Relationships with countries to be visited

Include details of past and present relationships with the proposed countries, including sister city agreements or business exchanges:

Support requested

Select the relevant support and provide the city name(s) where it is required.


Support type:

- Program development
- Meeting facilitation
- Event/reception management
(eg invitations, RSVPs, catering, venue hire etc)
- Hotel recommendations
- Ground transport arrangements
- TIQ staff to accompany traveller in market
- Other (provide details in field below)


City name(s):

Please select your nearest
TIQ regional office:

Connect. Be Connected

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 tiq.qld.gov.au

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