



# INTERNATIONAL POLICE ASSOCIATION

## AUSTRALIAN SECTION

### TRAVEL INFORMATION FORM

## NOTES FOR GUIDANCE

These notes are issued in conjunction with the Travel Form. PLEASE READ CAREFULLY before completing an application. They have been formed to assist those members who are assisting you. Forms not complying with these requirements will not be accepted.

1. This Travel Form is to be Typed or Printed and submitted in duplicate.
2. All questions must be answered, and if not applicable, marked N.A.
3. A complete form to be submitted for each country where you require I.P.A. assistance.
4. Address the form to the Associate Secretary for the relevant country. Where no Associate Secretary has been appointed, it should be addressed to the current Assistant Secretary-General.
5. Always attach a full itinerary of your trip for each country.
6. If you intend visiting several places in any one country, attach a separate itinerary outlining your intended program with a copy for each place you require assistance, e.g. if you intend going to the U.S.A. and want assistance in Los Angeles, Boston and New York, attach three (3) copies of your itinerary in that country.
7. If you are seeking accommodation, detail what type required, number of rooms, double or single, price range, number of nights and preferred location.
  - 7a. When completing Item 6, your attention is drawn to the reverse charge telephone calls and the need for you to delete any part you consider not appropriate.
8. If you have accommodation arranged, include name and full address and telephone number of these premises of your host.
9. When requesting sightseeing information, detail the estimated time available and what type of things are of interest to you, e.g. Police Stations, Historical Buildings, Museums etc.
10. If you wish to visit Police Departments, detail your interests, e.g. Fingerprints, Communications, Traffic.
11. Add any other information of your interests or hobbies which will assist the host Region to accommodate your requests and facilitate your meeting with other members who have similar interests.
12. Sign and date the form and submit as early as possible to the Secretary of your Region for signature. It is recommended you submit the form at least three (3) months prior to your departure from Australia.
13. If you have any queries, contact your Regional I.P.A. Office Bearers or an Associate Secretary before submitting the form.
14. Always include two self addressed envelopes together with two (2) ordinary mail rate postage stamps (not adhered to envelopes) must be forwarded to the Associate Secretary. Current mail rate postage stamps for each destination to be visited must also be included with each form.
15. On your return contact the Associate Secretary concerned and your Region and comment on your trip. The National Editor will be pleased to receive a copy of your experiences for publication in "Police Down Under".