

## Supporting information for COVID-19 Business Travel Application



Please complete this form and attach it to your Business Travel Request Application on **Business Connect** | **Business Connect**. Complete one form for each staff member.

Full name			Role/Occupation		
<b>Date<sup>1</sup> of travel across the Alert Level 4 boundary</b>	<b>Where will they travel from?</b>	<b>Where will they travel to?</b>	<b>Type of travel<sup>2</sup></b> Please select from the drop down menu	<b>Is this travel required to work on nationally important infrastructure<sup>3</sup>?</b> Yes/No – If yes, please name the project.	<b>Supporting information:</b> Please specify: <ul style="list-style-type: none"> <li>› The reason this travel is required</li> <li>› Urgency – why the travel/work cannot be delayed including any relevant health and safety issues present</li> <li>› Why the required work cannot be completed by someone who does not need to cross the Alert Level boundary</li> <li>› Any other relevant information to support the application</li> </ul>

- 1 **Dates:** If the exact dates of travel are not yet known, and for regular commute trips, please indicate the intended frequency and duration of travel and the date range in which the travel is intended to occur in the **Supporting Information** column
- 2 **Type of Travel:** Transit, Single return trip, one way, worker commute, multiple business trips (as defined here: [www.business.govt.nz/covid-19/business-travel-across-alert-level-boundaries](http://www.business.govt.nz/covid-19/business-travel-across-alert-level-boundaries))
- 3 **Nationally important infrastructure** means infrastructure that enables or supports supply chains that are needed:
  - › to provide for the current needs of people and communities:
  - › to enable or support the immediate recovery of the whole or any part of New Zealand from the effects of COVID-19

# BUILDING PERFORMANCE

Date <sup>1</sup> of travel across the Alert Level 4 boundary	Where will they travel from?	Where will they travel to?	Type of travel <sup>2</sup> Please select from the drop down menu	Is this travel required to work on <b>nationally important infrastructure</b> ? Yes/No – If yes, please name the project.	Supporting information: Please specify: <ul style="list-style-type: none"> <li>› The reason this travel is required</li> <li>› Urgency - why the travel/work cannot be delayed including any relevant health and safety issues present</li> <li>› Why the required work cannot be completed by someone who does not need to cross the Alert Level boundary</li> <li>› Any other relevant information to support the application</li> </ul>

Further COVID-19 guidance for the building and construction sector can be found [here](#).