**Applicants working abroad**

58. If the applicant’s job is normally based in Great Britain, but they are required to travel abroad as part of their duties, AtW support should be limited to 3 months in any one (rolling) year.

59. This will include, for example, the extra costs of a support worker.

60. After this period AtW support can only be extended in exceptional circumstances and following agreement with the National Tier policy team.

**Additional support worker costs /Customer visiting overseas**

396. You will need to carefully consider any application for SW help overseas. The visit must be part of the customer’s actual job and not be a developmental activity or career development opportunity. If you are happy that the support is linked to the job and necessary, you can authorise help.

Any requests for travel or accommodation costs should be scrutinised to ensure that we are achieving value for money. You can use Expotel or the internet to research the likely costs of this and should authorise the most cost

effective option. Support for people working abroad should be limited to 3 months in any one (rolling) year.