

APPLICATION FOR AUTHORITY TO TRAVEL ABROAD
(Faculty)

Name (Last, First, Middle)				
Department/Institute			College	
Position/Rank			Employment Status	
Place of Destination			Inclusive Dates of Travel	
Purpose of Travel <i>(please specify details and attach letter of invitation or similar documents)</i>				
Funding Source			Type of Leave Requested	
Arrangements for Classes to be Missed				
<i>Course/ Section</i>	<i>Schedule</i>	<i>No. of Class Meetings to be Missed</i>	<i>% of Class Meetings to be Missed*</i>	<i>Arrangement for Classes to be Missed</i>

*As per University rules, should not exceed 20% of the total class meetings for the semester

I will submit a travel report *to JRDO and to the Office of the Vice-Chancellor for Research and Development within ten days after my arrival in the Philippines.*

Signature of Requesting Faculty

Recommending Approval:

Dept. Chair/Institute Director

Dean/Director/Head of Unit

Acting Director/ HRDO

Vice-Chancellor for Academic Affairs

APPROVED:

Chancellor

*The travel report form is posted at website <http://ovcrd.up.edu.ph>