## Document Requirement for Special Detail with Pay / without Pay

- 1. Request for special detail from person concerned with endorsement of Department Chair and Dean with justification.
- 2. Copy of invitation from requesting agency.
- 3. Application for Travel Abroad Form (for faculty)
- 4. For travels more than one month:
- 5. Duly accomplished Fellowship Contract and Corresponding Suretyship Agreement
- 6. University Clearance