**University of the Philippines Diliman**

# Application for Authority to Travel Abroad

(Administrative & REPS)

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| --- |
| Name (Last, First, Middle) |
| Department/Institute | College |
| Position/Rank | Status  Perm Temp until \_\_\_\_\_\_\_\_\_\_\_\_ Contractual until \_\_\_\_\_\_\_\_\_\_\_\_   |
| Place(s) of Destination | Inclusive Dates of Travel |
| Purpose of Travel (please specify details and attach letter of invitation or similar documents) |
| Funding Source | Type of Leave Requested |
|  *I will submit a* ***travel report\*\**** *to HRDO and to the Office of the Vice-Chancellor for Research and Development within ten days after my arrival in the Philippines.*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of Requesting Administrative/REPS  |  |

Recommending Approval:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Dept. Chair/Inst. Director Dean/Director

 **ANGELA D. ESCOTO VIRGINIA C. YAP**

 Director, HRDO Vice-Chancellor for Administration

Approved:

## MICHAEL L. TAN

 Chancellor

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