**University of the Philippines Diliman**

# Application for Authority to Travel Abroad

(Administrative & REPS)

|  |  |  |
| --- | --- | --- |
| 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.*