**University of the Philippines Diliman**

# APPLICATION FOR AUTHORITY TO TRAVEL ABROAD

(Faculty)

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| --- |
| Name *(Last, First, Middle*) |
| Department/Institute | College |
| Position/Rank | Employment Status  [ ] Temporary [ ] Permanent |
| Place 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 |
| Arrangements for Classes to be Missed |
| *Course/**Section* | *Schedule* | *No. of Class Meetings to be Missed* | *% of Class Meetings to be Missed\**  | *Arrangement for Classes to be Missed*  |
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\*as per University rules, should not exceed 20% of the total class meetings for the semester

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| --- | --- |
| *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.(PERR Memo No. 06-51)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Requesting Faculty  |  |

**Recommending Approval:**

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 Dept. Chair / Inst. Director Dean / Director / Head of Unit

**Personnel Clearance**: **Recommending Approval:**

 **ANGELA D. ESCOTO**  **BENITO M. PACHECO**

 Director, HRDO Vice-Chancellor for Academic Affairs

 APPROVED:

####  MICHAEL L. TAN

 Chancellor

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