**University of the Philippines Diliman**

# APPLICATION FOR AUTHORITY TO TRAVEL ABROAD

(Faculty)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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:**

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

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)*.*