

Republic of the Philippines
IFUGAO STATE UNIVERSITY
 Nayon, Lamut, Ifugao

APPLICATION FOR AUTHORITY TO TRAVEL ABROAD

Instructions:

- a. Print or type required information.
- b. Accomplish in six (6) copies: Applicant, HRMO, VP Concerned, Board Secretary and University President.
- c. Attach university Clearance for travel requiring 30 days or more.
- d. Attach relevant supporting documents such as invitation letter, letter of acceptance, etc.

1. NAME:	2. DESIGNATION/POSITION/ACADEMIC RANK	3. DEPT/COLLEGE/OFFICE		
4. DESTINATION:		5. DURATION OF TRAVEL		
6. PURPOSE OF TRAVEL:				
<p>7. REQUEST FOR TRAVEL AUTHORITY For: The University President Through Channels</p> <p>I would like to request for authority to travel abroad for the period stated above, plus reasonable travel time, and subject to existing government rules and regulations. Further, I would like that the travel be undertaken with support for the following:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> OFFICIAL TIME <input type="checkbox"/> Salary for the Period <input type="checkbox"/> Use of University Vehicle <input type="checkbox"/> Others (please specify) _____ </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> OFFICIAL BUSINESS: (In addition to Salary for the period) Expenses to be charged to: _____ <input type="checkbox"/> Registration fee <input type="checkbox"/> Pre-departure expenses (includes terminal fees) <input type="checkbox"/> International plane fare <input type="checkbox"/> Subsistence allowance <input type="checkbox"/> Travel expenses to and from the airport <input type="checkbox"/> Others (please specify) _____ </td> </tr> </table> <p>I shall submit a report within 10 calendar days from my return to duty .</p>			<input type="checkbox"/> OFFICIAL TIME <input type="checkbox"/> Salary for the Period <input type="checkbox"/> Use of University Vehicle <input type="checkbox"/> Others (please specify) _____	<input type="checkbox"/> OFFICIAL BUSINESS: (In addition to Salary for the period) Expenses to be charged to: _____ <input type="checkbox"/> Registration fee <input type="checkbox"/> Pre-departure expenses (includes terminal fees) <input type="checkbox"/> International plane fare <input type="checkbox"/> Subsistence allowance <input type="checkbox"/> Travel expenses to and from the airport <input type="checkbox"/> Others (please specify) _____
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_____ Signature of applicant		_____ Date of filing		
<p>8. RECOMMENDATION</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p> <p>_____ _____ Immediate Supervisor Date</p>		<p>9. RECOMMENDATION</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p> <p>_____ _____ Dean/Director Date</p>		
<p>10. HRMO ACTION:</p> <p><input type="checkbox"/> Permanent Status <input type="checkbox"/> Temporary Status <input type="checkbox"/> Effectivity: _____</p> <p>Remarks: _____</p> <p style="text-align: right;">_____ _____ HRM Officer Date</p>				
<p>11. ACTION OF THE CONCERNED VICE PRESIDENT:</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p> <p style="text-align: right;">_____ _____ Vice President Date</p>				
<p>12. ACTION OF THE UNIVERSITY PRESIDENT:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> OFFICIAL TIME <input type="checkbox"/> Salary for the Period <input type="checkbox"/> Use of University Vehicle <input type="checkbox"/> Others (please specify) _____ _____ </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> OFFICIAL BUSINESS: (In addition to Salary for the period) Expenses to be charged to: _____ <input type="checkbox"/> Registration fee <input type="checkbox"/> Pre-departure (includes terminal fees) <input type="checkbox"/> International plane fare <input type="checkbox"/> Subsistence allowance <input type="checkbox"/> Travel Expenses to and from the airport <input type="checkbox"/> Others (please specify) _____ _____ </td> </tr> </table>			<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> OFFICIAL TIME <input type="checkbox"/> Salary for the Period <input type="checkbox"/> Use of University Vehicle <input type="checkbox"/> Others (please specify) _____ _____	<input type="checkbox"/> OFFICIAL BUSINESS: (In addition to Salary for the period) Expenses to be charged to: _____ <input type="checkbox"/> Registration fee <input type="checkbox"/> Pre-departure (includes terminal fees) <input type="checkbox"/> International plane fare <input type="checkbox"/> Subsistence allowance <input type="checkbox"/> Travel Expenses to and from the airport <input type="checkbox"/> Others (please specify) _____ _____
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<p>SERAFIN L. NGOHAYON, PhD University President _____ _____ Date</p>				

Note: This application shall be the basis in the issuance of Travel Authority.