

**UNIVERSITY OF THE PHILIPPINES
LOS BAÑOS**

APPLICATION FOR FOREIGN TRAVEL

1. Name & Designation	2. Department/Institute/College/Office
3. Destination(s)	4. Duration of Travel
5. Purpose/Title of Travel	6. Sponsoring Agency/Organization
<p>7. Dear Chancellor (Thru Channels)</p> <p><i>I wish to be authorized to travel abroad pursuant to Executive Order No. 6 of President Corazon Aquino, dated March 12, 1986 and Executive Order No. 3 of U.P. President Jose Abueva dated April 3, 1986. My sojourn will be for the period stated above, plus reasonable travel time; that I shall submit a report thereon within ten (10) days after return. Further, I would like to be on <input type="checkbox"/> official business <input type="checkbox"/> study leave with pay/without pay <input type="checkbox"/> leave of absence with pay/without pay, and as such requesting financial assistance for my <input type="checkbox"/> round trip air fares <input type="checkbox"/> daily allowance <input type="checkbox"/> per diems <input type="checkbox"/> and others.</i></p>	
<div style="display: flex; justify-content: space-around;"> <div style="width: 45%;"> <p>_____</p> <p>Date</p> </div> <div style="width: 45%;"> <p>_____</p> <p>Signature of Applicant</p> </div> </div>	
8. Recommended by	9. Endorsed by
<p>_____</p> <p>Date</p>	<p>_____</p> <p>Date</p>
<p>10. Personnel Clearance</p> <p><input type="checkbox"/> Temporary</p> <p><input type="checkbox"/> Permanent</p> <p><input type="checkbox"/> Others</p>	<p>11. Budget Clearance</p> <p><input type="checkbox"/> Salary <input type="checkbox"/> Clothing</p> <p><input type="checkbox"/> Pre-travel allowance</p> <p><input type="checkbox"/> Per diem <input type="checkbox"/> Others</p>
<p>N. JV. B. Querijero _____</p> <p>Director, HRDO Date</p>	<p>ETHEL T. CABRAL _____</p> <p>Chief Adm. Officer, BMO Date</p>
<p>12. Recommending Approval/Disapproval</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Director, OIL Date</p> <p style="text-align: right;">(only for travel exceeding one month)</p>	
<p>13. ACTION OF THE VICE CHANCELLOR FOR _____</p> <p>Recommending approval/disapproval</p> <p>Vice Chancellor for _____ Date</p>	<p>14. ACTION OF THE CHANCELLOR</p> <p>APPROVED/DISAPPROVED</p> <p>FERNANDO C. SANCHEZ, JR _____</p> <p>Chancellor Date</p>