

UNIVERSITY OF THE PHILIPPINES MINDANAO

Application for Authority to Travel Abroad

Name (Last, First, Middle)				
Department		College		
Position/Rank		Status		
		<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary		
Place of Destination		Inclusive Dates of Travel		
Purpose of Travel (Please attach letter of invitation or similar documents)				
Funding Source		Type of Leave Requested		
Arrangements for Classes to be Missed				
Course(s)/ Section(s)	Schedule	No of Class Meetings to be missed	% of Class Meetings to be missed	Arrangement(s) for Classes to be Missed

\*as per University rules, should not exceed 20% of the total class meetings for the semester

1. \_\_\_\_\_  
 Signature of Requesting Faculty

Recommending Approval:

2. \_\_\_\_\_  
Dept. Chair/Ins. Director

3. \_\_\_\_\_  
Dean/Director

4. \_\_\_\_\_  
Chief, HRDO

5. \_\_\_\_\_  
Vice-Chancellor for Academic Affairs / Administration

ENDORSED BACK TO HRDO FOR THE  
PREPARATION OF THE TRAVEL AUTHORITY

\_\_\_\_\_  
Chancellor