

University of the Philippines Manila  
8/F Central Block Bldg. PGH Compound  
Taft Avenue Manila 1000

\_\_\_\_\_ Date

Request for Travel Authority  
(Personal travel abroad charged to Leave credits)

Name of Employee: \_\_\_\_\_  
Position : \_\_\_\_\_  
College/Unit : \_\_\_\_\_  
Period/Duration Travel: \_\_\_\_\_  
Period of Leave with Pay \_\_\_\_\_  
Period of Leave without Pay \_\_\_\_\_  
Country to Visit : \_\_\_\_\_

Attached herewith is my approved application for  
leave/university clearance.

\_\_\_\_\_  
Signature of Applicant

Favorably Endorsed:

\_\_\_\_\_  
Dean/Unit Head

**Reminder:** This is in compliance with the Memorandum No. RLA2011-002 dated January 13, 2011 stating that personal travel of less than 30 days must be submitted two (2) weeks before scheduled date of travel and for personal travel of 30 days and above, request must be submitted one (1) month before scheduled date of travel with duly accomplished university clearance.  
(This form must be submitted to HRDO for processing)