



UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

12 October 2022

MEMORANDUM CCDP-2022-299

TO : All Concerned Employees

SUBJECT : Reiteration of the University Policy Regarding Issuance of Travel Authority for Official and Personal Travel Abroad

This is a reiteration of the existing policies regarding request for issuance of travel authority for official and personal travel abroad.

1. Request for travel authority should be strictly coursed through the employee's personal UIS account.
2. The existing guideline of "**no complete document, no processing**", will continue to be strictly enforced.
3. The request for travel authority must be received online by the HRDO **ten (10) working days** before the scheduled date of travel.

The Administrative Officers are reminded to advise the requesting employee regarding the policies on issuance of travel authority and make sure that supporting documents are complete prior to the endorsement of the travel by the head of unit.

Checklist of requirements for request for travel authority:

a.) Official Travel Abroad

- UIS application (endorsed by the Chair and approved by the Dean)
- Copy of invitation/acceptance to the program
- Barcode (with details encoded)
- Approved university clearance (for 30 days & above travel)

b.) Personal Travel Abroad (charged to leave credits)

- UIS application (endorsed/approved by Head of Office/Dean/Director)
- Application for Leave (Form 6) with action on the leave credits
- Barcode (with details encoded)
- Approved university clearance (30 days & above travel)

c.) Combination of Official and Personal Travel Abroad

- UIS application endorsed and approved by Head of Office/Chair/Dean/ Director
- Copy of invitation/acceptance to the program
- Application for Leave (Form 6) with action on the leave credits
- Barcode (with details encoded)
- Approved university clearance (30 days & above travel)

For strict compliance.



Carmencita D. Padilla, MD, MAHPS
Professor and Chancellor 

