

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)