

La Salle University

Travel Request Form – Non Scholarship Grant

General information

TRF01 (ver 2018-2)

Today's date: _____ Departing on: _____ Returning on: _____ Destination: _____
 Applicant's name: _____ ID#: _____ Dept./College: _____

Purpose and benefits of travel ¹ : <div style="border: 1px solid black; height: 60px; width: 100%;"></div>	Type of trip: <input type="checkbox"/> Speech/presentation <input type="checkbox"/> Conference <input type="checkbox"/> Training <input type="checkbox"/> Meeting <input type="checkbox"/> Other
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Traveler(s)' information:

Name	ID#	Dept./College	Empl. Status ²	Travelling by
				<input type="checkbox"/> Plane <input type="checkbox"/> Boat <input type="checkbox"/> Bus <input type="checkbox"/> Own vehicle <input type="checkbox"/> Other

Cost information³

Description and calculation	Amount	Description and calculation	Amount
Registration/event fee		Other, please specify:	
Transportation (specify <i>from</i> and <i>to</i>)			
Accommodation (policy or actual, whichever is lower)			
Meals (B=₱100, L=₱150, S=₱150 or ₱400/day)			
TOTAL			

Signatures

Name	Title	Signature	Date
Noted by ⁴			
Recommending Approval	Christopher Noronio	Principal (for all Basic Ed personnel travels)	
	Charm Femae Mendoza	VP for Lasallian Mission (personnel under LM office)	
	Engr. Edna Ney Hazaymeh	VC for Administration (personnel under Admin office)	
	Wenny Caseros, PhD	VC for Acad. & Res. (for all academic and research related travels (tertiary))	
	Ryan Arances	HR Director (employee benefits, training and workshop)	
	Benedicto Saligan	VP for Finance (all travels)	

Approved by _____

Elsie L. Dajao, DA
Chancellor

For Accounting use
Account(s) to be charged:

Notes

- ¹ Attached supporting documents such as invitation letter, conference brochure, etc.
- ² Specify whether regular or probationary. If probationary, obtain written approval from HR Director allowing the individual to attend the event.
- ³ Discuss with HR Office and/or Accounting Office if necessary.
- ⁴ Must be noted by the dean/department head/unit head, as applicable.