

La Salle University
Travel Request Form – Non Scholarship Grant

General information

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

Purpose and benefit of travel¹:

- Type of trip:
 Speech/presentation
 Conference
 Training
 Meeting
 Other

Traveler(s)' information²:

<i>Name</i>	<i>ID#</i>	<i>Dept./College</i>	<i>Traveler type³</i>	<i>Travelling by⁴</i>
				<input type="checkbox"/> Plane
				<input type="checkbox"/> Boat
				<input type="checkbox"/> Bus
				<input type="checkbox"/> Private vehicle
				<input type="checkbox"/> Other

Cost information⁵

<i>Description and calculation</i>	<i>Amount</i>	<i>Description and calculation</i>	<i>Amount</i>
Registration fee		Other, please specify:	
Transportation (specify <i>from</i> and <i>to</i>)			
Accommodation			
Meals			
		TOTAL	

Signatures

Applicant: _____ Date: _____

Recommending approvals⁶:

<i>Name</i>	<i>Title</i>	<i>Signature</i>	<i>Date</i>
	VC for Academics/Administration		
	VC for Finance		

Approved by:

 Br. Jaime Dalumpines, F.S.C.
 President/Chancellor

For Accounting use
 Account(s) to be charged:

Notes

- ¹ Attached supporting documents such as invitation letter, conference brochure, etc.
- ² Attached additional sheet, if necessary.
- ³ Specify whether employee or student. If there is a student, submit a copy of the approved form to SAO for processing parent/legal guardian agreement and waiver letter.
- ⁴ Specify main transportation mode.
- ⁵ Discuss with HR Office and/or Accounting Office if necessary.
- ⁶ Must be recommended by college/department head.

Remarks: