

La Salle University

Travel Request Form – Non Scholarship Grant

General information

TRF01 (ver 2019-1)

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

Purpose and benefits of travel:

- Type of trip:
- Research
 - Conference
 - Training
 - Meeting
 - Others

Traveler(s)' information:

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

Cost information

Description	For liquidation	Direct expense	Comments/calculation
Registration/event fee			
Airfare – authorized travel agent			
Airfare/Boat/Bus/Gasoline allowance			
Motorcab/taxi/train (no receipts)			
Accommodation (policy or actual, whichever is lower)			
Meals (B=₱100, L=₱150, S=₱150 or ₱400/day)			
Others			
GRAND TOTAL			

Authority to deduct from salary

Items for liquidation will be recorded as the named applicant's cash advance and must be liquidated within 15 days from the date specified on the "Returning on" space above. Unliquidated cash advance shall be automatically deducted from the applicant's salary in full.	By signing below, I declare that I understand the policy and agree to deduct from my salary any unliquidated cash advance after the 15-day period. Deadline for liquidation: [/ /]
---	--

Signatures

	Name	Title	Signature	Date
	Applicant			
	Travel agreed by (department head)			
Recommending Approval	Christopher G. Noronio	Principal (for all Basic Ed personnel travels)		
	Charm Femae L. Mendoza	VP for Lasallian Mission (personnel under LM office)		
	Engr. Flordeliza N. Cabang	VC for Administration (personnel under Admin office)		
	Wenny M. Caseros, PhD	VC for Acad. & Res. (for all academic and research related travels (tertiary))		
	Nemar Jay P. Capitania	HR Director (employee benefits, training and workshop)		
	Benedicto P. Saligan	VP for Finance (all travels)		

Approved by _____

Elsie L. Dajao, DA
Chancellor

For Accounting use
Account(s) to be charged: