

REQUEST FOR APPROVAL FOR FOREIGN TRAVEL USING GENERATED FUNDS

1. Name of the Applicant :-
 2. Designation :-
 3. Name of the University /Institute :-.....
 4. i. Details of the Training Course /Workshop/Seminar :-.....
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ii. Country/ Institution to be visited :-.....
iii. Duration :-.....
iv. Funds provided by the Host Country :-
 - Air fare :
 - Registration fee :
 - Accommodation & Meal allowance :
 - Incidental allowance :
 - Visa fee :
 - Any other :
5. Funds provided by the Local Institute/ project :
 6. Usefulness of the course to the institution on return :
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7. Previous foreign travels during the last 3 years :-

Name of the course/ Workshop/ Seminar	Duration From – To	Source of Funding	Country

8. Have any other offices been trained in the past in the same course ? Give details (If any)

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9. Total cost of training borne by the U.G.C./ University / Higher Educational Institute :

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10. Availability of budgetary provision :-

11. Justification for selecting the nominee :-

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12. If similar programs are conducted locally, reasons for non-selection :-

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Section I

Secretary, Ministry of Higher Education/ Chairman, University Grants Commission

The above requested amounts/ allowances are not covered by the Host Institute/ Donor Agency/
Local Institute/ Project and the Board/ Council approval has been obtained for the above
requested amounts/ allowances.

Recommended / Not Recommended

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Date :

Vice-Chancellor/ Head of the Institution

Official Frank

Section II

Secretary, Ministry of Higher Education

The above calculated amounts are in accordance with the provisions of the Foreign Travel Circulars issued by the Ministry of Finance & Planning.

Recommended / Not Recommended

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Date :

Chairman/ Chairperson
University Grants Commission
Official Frank

Section III

Approval is granted to bear the following expenses

1.
2.
3.
4.
5.

Approved/ Not Approved

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Date :

Secretary
Ministry of Higher Education
Official Frank

Copies to :

1. Secretary to the President
2. Secretary to the Prime Minister
3. Head of the Institution
4. Auditor General

Appendix (A)
ENTITLEMENTS OF PROGRAMME FOR UTILIZING GENERATED FUNDS

Specify the following aspects in your recommendation, enabling us to make decision on the request.

- 1) Benefits that the individual nominee, the university, and the country at large would get by participation in the requested meeting. seminar/ workshop/ conference and study programme etc.
- 2) Whether the requested training /workshop/ seminar is not available in Sri Lanka
- 3) Details of previous training/ workshop/ conferences attended by the nominee and the improvement in direct/ indirect contributions of the nominee after attending such seminars /workshop or training (Preferably for last 3 years)
- 4) Total annual generated income (in Rs. Million) for last 3 years and its composition.
- 5) Whether funds spent on the intended travel is earmarked for this purpose in their annual budget at the beginning of the year and such budget has been approved by the University Council.
- 6) Whether there is a proper mechanism in the university to provide equal opportunities to other staff members in the Departments/ Faculties to participate in such training and workshops etc. using funds generated by that Department or Faculty.
- 7) Whether there is a proper system in the university to utilize fair share of the generated funds to the development of the facilities of the university (i.e. library, laboratory, computer, other equipment and overhead cost of the university)