**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

<DATE>

**FOREIGN TRAVEL FORM**

In accordance to the Memorandum from the Officer-in-Charge of the Commission on Higher Education subject to reiterating and enforcing the guidelines and procedures with respect to foreign trips of government officials and personnel under the Executive Department, in accordance with the issuances on foreign travels, and in accordance to the University Policy, the traveler must complete and sign this form in all instances where foreign business travels and personal leave are combined. The traveler must submit the signed form with their Travel Authority.

Pursuant to the above-mentioned memorandum, this form must be issued by the Director of the Office of International Affairs. The said official is also responsible to verify travel documentations, requirements, procedures and processes before the issuance of the Endorsement for Authority to Travel Abroad.

|  |  |  |
| --- | --- | --- |
| **OFFICE/COLLEGE** | **NAME** | |
| **CONTACT NUMBER** | **DESTINATION** | **DURATION OF THE TRIP** |

|  |  |
| --- | --- |
| **PURPOSE OF FOREIGN TRAVEL**  Study Trip  Non-Study Trip:  LGU Initiated Study cum Observation Tour  Technical Exchange  Conferences, Seminars, Trainings, Workshops  Personal/Private Trip  **(see checklist and guidelines at the back)** | **PROJECTED EXPENSES** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature Over Printed Name** |

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| --- |
| **ENDORSEMENT FOR AUTHORITY TO TRAVEL ABROAD**  This is to certify that the above-mentioned applicant for Authority to Travelhas submitted the necessary documents in compliance with the University requirements for foreign travel. Thereby, endorsing to the University President the approval and issuance of Authority to Travel Abroad to the concerned faculty.  **CHARLYN N. VILLAVICENCIO, Ph.D.**  Deputy Director, Office of Internationalization  **MARY ANN P. CARRANZA, DBA**  Executive Director, External Relation and Internationalization |

**Checklist of Prescribed Requirements**

**for Foreign Travel:**

**\***Kindly provide us two (2) original copies of the document for the application for Study Trip and Non-Study Trip

**\***Please submit the documents one (1) month before the date of travel

* For Study Trip
* Invitation Letter from training/study provider
* Acceptance letter
* Foreign Travel Form issued by the OOI
* Duly approved Request Letter addressed to the University President
* For Non-Study Trip
* Basic Requirements:
* Duly approved Request Letter addressed to the University President
* Foreign Travel Form issued by the OOI
* Complete Staff Work (CSW) from the Faculty and Staff Development Office
* Certification from the Budget Office for financial assistance
* Duly Approved Make Up Class Form

1. LGU Initiated Study cum Observation Tour

* Activity Design
* Itinerary of Travel

1. Technical Exchange

* Copy of Memorandum of Agreement/Understanding
* Invitation letter from the host country/organizer

1. Conferences, Seminars, Trainings, Workshops

* Invitation Letter/Acceptance Letter
* For Personal/Private Trip
* Duly approved Request Letter addressed to the University President certifying that the University will not be funding the trip
* Foreign Travel Form issued by the OOI
* Approved Application for Leave of Absence
* Duly Approved Make Up Class Form

**RULES AND PROCEDURES FOR APPLICATION AND APPROVAL OF AUTHORITY TO TRAVEL ABROAD FOR ALL REGULAR EMPLOYEES AND OFFICIALS OF THE UNIVERSITY**

All concerned officials issuing travel authorities shall strictly observe the prescribed measures on foreign travels to ensure compliance against extravagant and lavish travels abroad. **Non-compliance with the directives may result to administrative actions for misconduct, insubordination and other related offenses against the travelling official/personnel**, as well as the official who endorsed or approved the said travel authority, or failed to submit the required list.

**Procedures, Standards and Guidelines for Securing Authority to Travel Abroad**

1. It must meet the following criteria: (1) the **purpose of the trip** must be strictly within the mandate of the requesting government official or personnel; (2) the trip’s **projected expenses must not be excessive**; and (3) the trip must bring **substantial benefit** to the country;
2. The travel report must be submitted at the end of every quarter to the Commission on Higher Education within thirty (30) days upon return of the official or employee to his/her official station;
3. **Request for Authority to Travel Abroad** (hereafter referred to as the “**Request**”) shall be guided by the following:
4. **Executive Order No. 459, s. 2005**:

* Heads of state universities and colleges shall seek approval from the Chairperson of the Commission on Higher Education, while all other officials or employees of state universities and colleges shall seek approval from their respective heads;

1. **Memorandum Circular No. 35, s. 2017**:

* Sec. 6. Private Trips Abroad of Government Officials and Employees. No government official or employee shall be allowed to depart for any travel abroad, even if such travel is for a purely personal or private purpose without cost to the government, unless such official or employee has duly accomplished the requisite leave forms and has obtained the appropriate travel authorization from his or her agency.
* The destination, duration of travel, purpose, justifications, and chargeability of expenses should be clearly stated in the request for travel authority, for entitlement to travel expenses and allowances, and for travel exemptions.
* The request for foreign travel authority and its supporting documents must be submitted by the representative or official of the agency to the Malacañang Records Office (MRO) at least ten (10) working days prior to the scheduled date of departure, or, in extremely justifiable cases to be substantiated in the request, not later than two (2) working days;
* The Daily Subsistence Allowance (DSA) for accommodation (50%), meals (30%), and incidental expenses (20%) shall be based on the United Nations Development Program (UNDP) rates;
* The airfares of all government personnel shall be limited to economy class, except for long-haul trips, defined as flights exceeding four (4) hours without counting lay-overs, in which case business class airfares may be authorized;

1. **Commission on Audit Circular No. 2012-003**:

* The Commission on Audit shall promulgate auditing and accounting rules and regulations (stated in Presidential Decree No. 1445) as shall prevent Irregular, Unnecessary, Excessive, Extravagant, Unconscionable **(IUEEU)** Expenditures;
* Applying for **Study and Non-Study Trip**:
  1. The applicants must submit the Invitation/Acceptance Letter one (1) month before the travel date. The **Office of Internationalization** **(OOI)** will send the Invitation/Acceptance Letter, attached with the *Evaluation Form for Necessity to Travel for SUCs,* to the **CHED-International Affairs Staff** for their Assessment on the Legitimacy of the **Study and Non-Study Trip**;
  2. While waiting for the **CHED’s Assessment** (after 15 working days), the applicants may proceed to complete/accomplish the necessary requirements/documents in securing the Authority to Travel Abroad. The applicants may submit the accomplished requirements to our Office for review;
  3. As the Office received the **CHED’s Assessment**, the **Director of OOI** and the **Vice President for Executive Operations** will affix their signatures to the Endorsement for Authority to Travel Abroad upon verification of the travel documentations and accomplished requirements;
  4. Upon approval of the aforementioned officers, the Endorsement for Authority to Travel Abroad, together with the attached **CHED’s Assessment** and accomplished requirements, shall be forwarded to the **Office of the University President**;
  5. The **University President**, upon review and approval, shall issue a **Certification for Authority to Travel Abroad**. This function is purely discretionary.
* Applying for **Personal/Private Trips**:

1. The applicants must fill-up a form from the **OOI** and must attach the duly accomplished requirements;
2. Once the Office reviews the submitted accomplished requirements, the **Director of OOI** and the **Vice President for Executive Operations** will affix their signatures to the Endorsement for Authority to Travel Abroad upon verification of the travel documentations and accomplished requirements;
3. Upon approval of the aforementioned officers, the Endorsement for Authority to Travel Abroad, together with the attached accomplished requirements, shall be forwarded to the **Office of the University President;**
4. The **University President,** upon review and approval, shall issue a **Certification for Authority to Travel Abroad.** This function is purely discretionary.
5. Heads of state universities and colleges shall seek approval from the Chairperson of the Commission on Higher Education pursuant to Executive Order No. 459, s. 2005.
6. Any provision of this guideline which will contradict the principles of existing national laws and the Constitution shall be deemed without effect and unconstitutional.
7. This guideline shall take effect after full publication and proper dissemination to the concerned offices and colleges.