*Ref. No. OP-2024-002*

(To be issued by the Office of the College President)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**AUTHORIZATION**

*Name of Participant(s)*

 This authorization is issued for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ designated as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to participate in the activity detailed below.

*Unit / College*

*Designation*

**Details of Engagement:**

Activity Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inclusive dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fund source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nature of Activity:

Attendance to Conference,

Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Workshops, Trainings, etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Travel Local

International\*\*

Attachments:

Invitation/Memo/Announcement

PDC/Routing/Equivalent Endorsement

Travel Order (No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)\*

Approved Itinerary with corresponding expenses\*

**RENANTE A. EGCAS, Ph. D.**

*University President*

*\* If applicable*

*\*\* Refer to institutional procedures for international travel*