

APPLICATION FOR OFFICIAL TRAVEL - ACADEMIC STAFF

To Be Completed in Triplicate (one for applicant, Central Registry personnel file and the other for departmental file) attach all relevant documents including Letters of Invitation/Placement and Sponsorship and budget breakdown)

SECTION ONE (To be filled by applicant- Academic Staff)

Name: Designation

Faculty: Department:

Place you intend to travel:

Dates: From to

Reason:

Any funds sought from the University? Yes/No, Amount:

If yes, specify the purpose for the funds sought? (Details e.g. per diem, air ticket etc.):
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If No, source of funding:

Date you last had Official Travel: For how long

Reason(s) for travel then

Funding Agency

Did you get (additional) University Sponsorship? Yes/No..... If Yes, How much?

What expenses were covered?.....

Signature: Date: Tel..... email.....

SECTION TWO (To be filled by the Dean/Director/Head of Department/Appointee)

Remarks by the Dean (in case of Heads, regarding relevance, timing and vote position, etc.)
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Signature: Date:

Remarks by the Head of Department (for other academic staff)
.....

Signature: Date:

For Deans/Heads (name who is to act in your absence).....

SECTION THREE (To be filled by the Bursar when funds are sought from the University)

Recommended/Not Recommended

Reason(s)

Signature: Date:

SECTION FOUR To be filled by the Vice Chancellor

Decision by the vice chancellor

Approved/Not Approved:

Signature: Date: