Application for Travel Grant

I. Personal Information

Name: __________________________________________

Department/College: __________________________

Designation (Choose one)  
☐ Faculty Member  ☐ Permanent  
☐ Support Staff  ☐ Probationary  
☐ Administrator  ☐ Contractual

II. Travel Grant Details

Title of Conference
_____________________________________________________________________________________
_____________________________________________________________________________________

Sponsoring Agency
_____________________________________________________________________________________

Inclusive Dates and Venue
_____________________________________________________________________________________

III. Budget Table

<table>
<thead>
<tr>
<th>Item</th>
<th>Maximum Amount</th>
<th>Amount Requested (attach proofs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Fees</td>
<td>Php. 5,000 (National) US$ 400 (International)</td>
<td></td>
</tr>
<tr>
<td>Transportation Fees</td>
<td>Php. 5,000 (National) US$ 300 (International)</td>
<td></td>
</tr>
<tr>
<td>Accommodation Fees</td>
<td>Php. 5,000 (National) US$ 300 (International)</td>
<td></td>
</tr>
<tr>
<td>Per Diem Allowance</td>
<td>US$ 50/day (International)</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL
IV. Checklist and Manifesto

*Kindly accomplish/attach the following forms/requirements before submitting this form to the LRC*

- ☐ Letter of Application endorsed by the Department Head
- ☐ Proof of Presentation (Invitation/Acceptance Letter)
- ☐ Proof of Fees (Conference, Transportation, Accommodation)

I HEREBY CERTIFY THAT THE ABOVE INFORMATION ARE TRUE AND CORRECT.

__________________________________
Signature over Printed Name and Date