

La Salle University
Travel Request Form – Non Scholarship Grant

TRF01 (ver 2022-2)

General information

Today's date: _____ Departing on: _____ Returning on: _____ Destination: _____

Applicant's name: _____ ID#: _____ Dept./College: _____

Purpose and benefits of travel:

- Type of trip:
 Research Meeting
 Conference Training
 Others

Traveler(s)' information:

Name	ID#	Dept./College	Empl. Status	Travelling by
			<input type="checkbox"/> Reg. <input type="checkbox"/> Prob.	<input type="checkbox"/> Plane
			<input type="checkbox"/> Reg. <input type="checkbox"/> Prob.	<input type="checkbox"/> Boat
			<input type="checkbox"/> Reg. <input type="checkbox"/> Prob.	<input type="checkbox"/> Bus
			<input type="checkbox"/> Reg. <input type="checkbox"/> Prob.	<input type="checkbox"/> Own vehicle

Cost information

Description	For liquidation	Direct expense	Comments/calculation
Registration/event fee			
Airfare – authorized travel agent			
Airfare/Boat/Bus/Gasoline allowance			
Motorcab/taxi/train (no receipts)			
Accommodation (policy or actual, whichever is lower)			
Meals (B=₱100, L=₱150, S=₱150 or ₱400/day)			
Others			
GRAND TOTAL			

Authority to deduct from salary

Items for liquidation will be recorded as the named applicant's cash advance and must be liquidated within 15 days from the date specified on the "Returning on" space above. Unliquidated cash advance shall be automatically deducted from the applicant's salary in full.	By signing below, I declare that I understand the policy and agree to deduct from my salary any unliquidated cash advance after the 15-day period. Deadline for liquidation: [/ /]
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Signatures

Name	Title	Signature	Date
Applicant			
Travel agreed by (department head)			
Recommending Approval	For personnel under their respective department/unit		
	Glenna C. Tac-an, PhD	Principal	
	Br. Antolin S. Alcudia III FSC	VP for Lasallian Mission	
	Engr. Flordeliza N. Cabang	VP for Administration	
	Raymundo C. Dolor	VP for Planning & Strategic Services	
	Elsie L. Dajao, DA	VP for Advancement & Linkages	
	Benjiemen A. Labastin	VC for Acad. & Res.	
	Daryl F. Quinco, DBA	HR Director (for travels related to employee benefits, training, and workshop)	
Benedicto P. Saligan	VP for Finance (all travels)		
Approved by: Wenny M. Caseros, PhD	Chancellor		

For Finance & Accounting Services use only.