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| **CHED IAS Endorsement Checklist****Foreign Travel** |
|  | 1. Letter Request to Travel Abroad
 |
|  | 1. Dully Filled-out CHED IAS Form 15
 |
|  | 1. Formal Invitation/ Letter of Acceptance
 |
|  | 1. Profile of the Organizer
 |
|  | 1. Background Information of the Conference/ Workshop/ Meeting
 |
|  | 1. Programme of the Event
 |
|  | 1. Narrative Report (to be submitted w/in

5-days after the trip)  |



*\*Please note that* ***all official travel abroad*** *should be endorsed to Board of Regents for their approval*



**Checked by:**

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

*(CIAC’s Name and Signature)*

**Approved:**

**RAMIR PHILIP JONES V. SONSONA, DA**

Director for International Affairs

Office of the International Affairs, USTP System