Date

**AMBROSIO B. CULTURA, PhD**

University System President

Dear Dr. Cultura:

I would like to request your good office the approval of my **personal travel** and the issuance of the Authority to Travel Abroad to \_\_\_\_ (country) from \_\_\_\_\_\_ (date).

For the abovementioned dates, rest assured that I have already arranged my responsibilities prior to my departure. This has been made known to my direct supervisors, and I have already requested someone/Officer in Charge to take my post while I am gone. Included as part of the requirements for travel, are the Affidavit and the Approved Leave of Absence. Make-up classes will also be conducted should there be scheduled classes that will be affected.

I am hoping for your affirmative response to this request.

Respectfully,

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

Requisitioner

Noted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Department Chair

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Dean/Academic Head

Recommending Approval:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Vice Chancellor for Academic Affairs

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Chancellor/Campus Director

Approved by:

**AMBROSIO B. CULTURA, II, PhD**

University System President

Revised: 06/09/25 per OVPGEQA Memo