

**CHED IAS Endorsement Checklist
Foreign Travel**

	A. Letter Request to Travel Abroad
	B. Dully Filled-out IAS Form 15 • Re-entry Action Plan • Certification
	C. Formal Invitation/ Letter of Acceptance
	D. Profile or background Information of the Organizer
	E. Background Information of the Conference/ Workshop/ Meeting
	F. Program of the Event
	G. 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*

Requisitioner(s)

(Name and Signature)

Checked by:

(CIACs Name, Date received, and Signature)

Approved:

RAMIR PHILIP JONES V. SONSONA, DA
Director for Global Engagement and Mobility/IAO,
USTP System

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