



HUMAN RESOURCE

APPLICATION FOR OUT OF COUNTRY LEAVE FROM THE UNIVERSITY

This application form should be completed and submitted to the office of the Vice-Chancellor at least 14 days before the actual date of travel for out of the country travel.

Name:.....Designation:.....
PF/No. School / Department:.....

1.I wish to apply for permission to be away from the University fromto..... For the following purpose
(attach evidence)

.....
.....
.....

2. Source and extent of finance for this trip *(Please attach evidence)*

.....
.....

Mode of travel

Insurance cover by

3. While I am away, my duties shall be performed by.....

4. Over the last 2 years I have travelled out of the country on the following occasions:

	Date	Purpose	Place	Duration
1.				
2.				
3.				

4.				
5.				
6.				

Applicant's SignatureDate:

5. Comments by the Supervisor of on relevance of the journey, its positive as well as negative impact on the University and the individual.

.....

I recommend/not recommend leave of absence

Signature Date

6. Comments by Dean of School: I recommend/ do not recommend leave of absence. Reasons for not recommending:

.....

Signature Date

7. Comments by Deputy Vice-Chancellor (ASA): I recommend/ do not recommend leave of absence. Reasons for not recommending:

.....

Signature: Date:

8. Comments by Deputy Vice-Chancellor (AFP): I recommend/ do not recommend leave of absence. Reasons for not recommending:

.....

Signature Date

9. Approval by the Vice-Chancellor: I hereby approve/ do not approve the absence from the University of the named member of staff from to.

.....
.....

Signature: date:

Copy to: Vice-Chancellor

Deputy Vice-Chancellor -AFP

Deputy Vice-Chancellor -ASA

Head of Department

