**SCIENCE EDUCATION INSTITUTE**

**Department of Science & Technology**

**Accelerated Science & Technology Human Resource Development Program**

**Travel Clearance Request**

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| Name: |  | | | | | | | | | | | |
| Course/ School: | | |  | | | | | | | | | |
|  | | | |  | |  | | |  | | | |
| **Checklist Particulars** | | | | | | | | | | **Yes** | **No** | |
| Request Letter endorsed by Adviser and Project Leader | | | | | | | | | |  |  | |
| Photocopy of valid ID/Co-Maker | | | | | | | | | |  |  | |
| Income Tax Return or Certificate of Employment | | | | | | | | | |  |  | |
| Payslip | | | | | | | | | |  |  | |
| Itinerary Travel roundtrip | | | | | | | | | |  |  | |
| Others: Certificate from University | | | | | | | | | |  |  | |
| Evaluation: | | ❑ Complete | | |  | | | ❑ With Lacking Documents | | | |
| Remarks: | |  | | | | | | | | | |
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| Evaluated by: | |  |
| Date: |  | |