**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: |  |