

TRAVEL REQUEST FORM

SECTION 1: PERSONAL DETAILS

Surname: First name: Middle name:

Sex: Male/Female Title (e.g. Prof., Dr., Mr., Mrs., Ms.):

College: Faculty: Department:

Staff number: Tel: Email address:

Destination: Departure Date: Return Date:

Total days: Business days:

Purpose of visit:

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.....
.....

Title of paper to be presented if applicable:

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.....
.....

*Name(s) of Co-author(s) (if any):

.....
.....

***(Attach a declaration of confirmation by all the authors that you have been authorized to present the paper on their behalf)**

Details of when paper was presented at Departmental, Faculty or College Seminar:
Date:..... Time:..... Chairman/Chairperson:.....

Is the visit fully funded externally? Yes/No

If Yes, name of funding agency:.....

Special requests from UCC (if any):

.....
.....

SECTION 2: REQUESTS FROM UCC

If travel not fully funded, please complete the following Table

Summary of estimated expenses	Total (US\$, € or GH¢)	Remarks*
Flight cost		
Visa fee		
Transport (local)		
Internal transport (foreign country)		
Accommodation (local)		
Accommodation (foreign)		
Subsistence		
Registration fee		
Others (specify)		
Total		

*Use this column to indicate how the cost will be borne (self, department, faculty, university, external agency).

Signature of Applicant:..... Date:.....

Please also attach all supporting documents (Invitation letter, Abstract of paper and evidence of acceptance, Insurance, etc.)

SECTION 3: AUTHORIZATION

(Section to be completed by person authorizing the trip)

Name and Signature of HOD:..... Date:.....

Name and Signature of Dean:..... Date.....

Name and Signature of Provost:..... Date:.....

Decision from DRIC:

Recommended (reasons).....

Not recommended (reasons):.....

Name and Signature DRIC Director:..... Date:.....