



Start

End

- Request for special detail from person concerned with endorsement of Department Chair and Dean with justification
- Copy of invitation from the requesting agency
- Application to Travel Abroad Form (for Faculty)

Is travel
more than
one month?

No

Yes

Prepare TA for
signature of HRDO
Director, VCAA/VCA
& Chancellor

- Duly accomplished Fellowship Contract and corresponding Suretyship Agreement
- University Clearance