

PROCESS: OFFICIAL TRAVEL AUTHORITY: (For faculty members only)

- a) Faculty fills out Application for Travel Authority Abroad Form as required by the OVCAA indicating percentage of classes and arrangements for classes to be missed
- b) Submit duly accomplished ATAA form with cover letter requesting for special detail abroad duly endorsed by the Department Chair, Dean or Head of Unit
- c) Attach copy of invitation to attend/participate in foreign activity
- d) Processing and appropriate clearance will be done by HRDO before forwarding to the OVCAA and then to the Office of the Chancellor for signature of final travel authority
- e) OC forward signed travel authority to HRDO for release