GUIDELINES AND PROCEDURES IN SECURING AUTHORITY TO TRAVEL ABROAD (on Personal Capacity)

Securing Authority to Travel Abroad (on Personal Capacity)

For foreign travels on personal capacity/purpose, the CNU Foreign Travel Recommendation Form is given to CNU personnel, alongside a checklist of other requirements pursuant to CNU Memorandum Order No. 4, s.2023 and Memorandum Circular No. 40, s.2024.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request Letter (addressed to the University President)	Transacting Client
2. CNU Foreign Travel Recommendation Form	Office for Internationalization
3. Affidavit of Undertaking for Travel Abroad on Personal Capacity *[Notarized]*	Office of the University President
4. Certificate of Employment	Human Resource Management Unit
5. Clearance **(for travels over 30 days)**	Human Resource Management Unit
6. Memorandum-PC/P-TA: Travel Authority on Personal Capacity/Purpose	Office of the University President

Procedures

1. The Assigned IZN Staff provides the CNU Foreign Travel Recommendation Form alongside a checklist of required supporting documents to the requesting personnel. He/she will submit the form to his/her Dean or Immediate Head and followed by the Vice President for Academic Affairs *(if faculty)*/ Vice President for Administration, Finance, and External Affairs *(if non-teaching staff)* for approval.
2. The Director for Internationalization will evaluate the CNU Foreign Travel Recommendation and signs for her recommending approval.
3. The SUC personnel submits the approved CNU Foreign Travel Recommendation Form alongside other supporting documents to the Office of the University President.
4. The SUC President signs the travel authority upon approval of the request letter and completion of supporting documents.

Process Flow of Securing Authority to Travel Abroad (on Personal Capacity)

SUC Personnel fills out CNU Foreign Travel Recommendation Form and submits it to his/her Dean/Immediate Head and the VP-AA/VP-AFEA for signature → The Director for IZN evaluates the CNU Foreign Travel Recommendation Form and signs for her recommending approval → SUC Personnel submits the approved CNU Foreign Travel Recommendation Form and supporting documents to the Office of the University President → The SUC President signs the travel authority upon approval of the request letter and completion of supporting documents

Certification Date: 24 January 2024
Recertification due date: 24 January 2027
For verification of the certificate please Access www.gcl-intl.com (Certification Check and type the registration number)

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