September 17, 2016

**‎JOSE MARIA P. BALMACEDA, Ph.D.**

Dean

College of Science

University of the Philippines

Diliman, Quezon City

Dear **DEAN BALMACEDA**:

We would like to request your permission to take the student(s) of [**CLASS NAME**] to [**LOCATION(S)**] on [**INCLUSIVE DATES**]. The [**FIELDTRIP/FIELDWORK**] is a course requirement and is designed to [**REASON**]. Please see Attachment for the itinerary.

There will be a total of [**NUMBER**] students, [**NUMBER**] faculty members, [**NUMBER**] laboratory aide, [**NUMBER**] research assistant, and [**NUMBER**] resource persons [including the driver(s)]. Please see attachment for the list of names and the completed waiver forms of the undergraduate student(s). Rest assured that students without waivers and personal accident insurance will not be allowed to join and that the safety of the students will be our primary concern.

[**We also would like to request for a reimbursement of the food, accommodation and transport expenses for the staff and faculty members who will be joining the trip. Attached is the estimated breakdown of expenses for your review (Attachment 3)**].

Thank you.

Respectfully yours,

**NAME OF FACULTY**

[Title]

[Class]   
Institute of Biology

University of the Philippines Diliman

*Recommending approval:*

**ERNELEA P. CAO, Ph.D.**

IB Director

**ATTACHMENT 1: Field Trip Itinerary** [**INCLUSIVE DATES**]

**[DATE]**

[**TIME**] Departure from UP Diliman

[**TIME**] Arrival at [**DESTINATION**]

[**TIME**] [DESCRIPTION OF ACTIVITIES]

[**TIME**] Departure from [**SITE**]

[**TIME**] Arrival at UP Diliman

**ATTACHMENT 2: List of students, faculty, staff and resource persons who will join the field trip.**

**Students**

*[****Class name, Section****]*

*Waiver PA Insurance*

1 [**Student No.**] [**LAST NAME, FIRST NAME**] completed valid

2

**Faculty, staff and resource persons**

1. [**NAME**] – [**TITLE/POSITION**]

**ATTACHMENT 3: Estimated break down of expenses in total.**

*Accommodation*

[**Description**] PHP [**AMOUNT**] [**UNIT COST**]

*Transportation*

[**Description**] PHP [**AMOUNT**]

*Food* PHP [**AMOUNT**] [**UNIT COST**]

*Field assistance* PHP [**AMOUNT**] [**UNIT COST**]

*Cave entrance fee* PHP [**AMOUNT**] [**UNIT COST**]

*Miscellaneous* PHP [**AMOUNT**] [**UNIT COST**]

TOTAL PHP [**AMOUNT**]

TOTAL PER PERSON PHP [**AMOUNT**]