![1b50[1]]()**UP B i o l o g y**

Institute of Biology, College of Science

University of the Philippines

Diliman, Quezon City 1101 Philippines

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| --- | --- |
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Date: January 4, 2018

Subject: **Special Detail For [Local] Travel with Reimbursement Request**

To: PERRY S. ONG, Ph.D.

 Dean

 College of Science

 University of the Philippines

 Diliman, Quezon City

Dear **DEAN ONG**:

We would like to request your permission to travel to [**LOCATION(S)**] on [**INCLUSIVE DATES**]. The activity is designed to [**REASON**]. Please see attachments for the itinerary, invitation, and application for special detail.

There will be a total of [**NUMBER**] faculty members, [**NUMBER**] laboratory aide, [**NUMBER**] research assistant, and [**NUMBER**] resource persons [including the driver(s)]. Please see attachment 2 for the list of names.

We would also like to request for a reimbursement on [**FOOD, ACCOMMODATION, AND TRANSPORT EXPENSES**] from the [**SOURCE OF FUND**]. Attached is the estimated breakdown of expenses for your review (Attachment 3).

Thank you very much.

Respectfully yours,

**NAME OF FACULTY**

[Title]

[Class]
Institute of Biology *Recommending approval:*

University of the Philippines Diliman

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

Director

Institute of Biology

University of the Philippines Diliman

**ATTACHMENT 1: 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 faculty, staff, and resource persons who will join the field trip.**

**Faculty, staff and resource persons**

1. [**NAME**] – [**TITLE/POSITION**]

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

*Allowable Travel Expenses is up to Php 800 per diem (100% before noon): Hotel/lodging (50%, Php 400), meals (30%, Php 240), and indicental expenses (20%, Php 160) per Executive Order No. 298. S2004. Section 6.*

*Claims for reimbursement of actual travel expenses in excess of the travel expenses may be allowed upon certification by the head of agency concerned as absolutely necessary and with submission of bills and receipts upon return. All travel expenses shall start only upon arrival at the place of destination and shall cease upon departure therefrom.*

Accommodation

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

Transportation

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

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

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

TOTAL PHP [**AMOUNT**]

TOTAL PER PERSON PHP [**AMOUNT**]