

PMAS-ARID AGRICULTURE UNIVERSITY, RAWALPINDI, TRAVEL ESTIMATE & APPROVAL FORM

This form is used to 1) provide an estimate of travel expenses, 2) request approval for all travel outside the Country for both Faculty and Administration staff of the university and 3) indicate how classes, graduate students and research responsibilities will be covered. It must be submitted to the Department Head/Director for approval prior to incurring travel expenses. A copy of the signed form must be attached with the application of ex-Pakistan leave and NOC to travel aboard

1. TRAVEL INFORMATION

Name of Traveler:				
Classification:	Faculty	Staff	Student	Other
Department:				
Address:				
Destination(s):				
Dates of Travel:	From:			To:
Name of Dept. Head or Supervisor				

** If additional travelers will be accompanying, please list names & addresses in space provided at back

2. PURPOSE OF TRIP

1. Conference Travel:	2. Non- Conference Travel:
Giving a presentation or poster	State purpose:
Serving as a panel member, discussant, or chair	
Attending only	
Other – please explain:	
Conference Name/Title:	

3. ESTIMATED COST

	Amount	Funding Source(s) -
Transportation:	S/Rs	
Lodging:	S/Rs	
Meals:	S/Rs	
Conf./seminar fee:	S/Rs	
Other:	S/Rs	
Total estimated cost:	S/Rs	

4. Where travel will impact classroom teaching, supervision of graduate students or research responsibilities, please provide details below on how the above responsibilities will be covered:

What arrangements have been made to cover classes? (Indicate course name/ number(s))

What arrangements have been made to supervise graduate students (where applicable)?

What arrangements have been made to oversee research responsibilities while away?

ADDITIONAL TRAVELERS (Please list travelers whose expenses you are covering)

<u>Name</u>	<u>Title</u>	<u>Address/Email</u>
1.		
2.		
3.		
4.		

5. TRAVEL REQUEST SIGNATURES / APPROVALS

Traveler: _____ Date: _____

Chairperson Teaching Department: _____ Date: _____

Dean/Director: _____ Date: _____

ADDITIONAL SIGNATURES REQUIRED FOR INTERNATIONAL TRAVEL* (When funding is part of any research/development project of university)

Director ORIC _____ Date: _____