

**PROJECT MANAGEMENT AND RESOURCE GENERATION OFFICE
OFFICE OF THE VICE CHANCELLOR FOR RESEARCH AND DEVELOPMENT
UNIVERSITY OF THE PHILIPPINES DILIMAN**

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OFFICIAL TRAVEL REPORT

College/Unit: _____ Department: _____
 Name: _____ Designation: _____
 Email Address/es: _____
 Destination: Country (ies): _____
 Institution(s): _____
 Departure date _____ Arrival date _____

PURPOSE OF TRAVEL

TITLE OF RESEARCH/PAPER/CONFERENCE TRAINING/COURSE, etc.

- ☐ Research visit _____
- ☐ Exchange Professor/Researcher _____
- ☐ Resource speaker/consultant _____
- ☐ Paper reader/writer* _____
- ☐ Degree program _____
- ☐ Training/Diploma Course _____
- ☐ Others (please specify) _____

*If the paper being presented is an output of a research project, please indicate the title of the project and its duration.

Source of Funding**, address and contact nos.	Category***	Entitlements and Amount ****
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Please write the ACRONYM and its meaning

***Categories: 1) UP Diliman 2) UP System 3) DOST 4) Government 5) Foreign 6) Private (Local) 7) Personal
8) Others (please specify)

**** Please indicate the amount in Pesos

Significant Outcome: Research grants, scholarships, etc. _____

Significant Observations/Impressions: _____

Problems encountered: _____

Recommendations/Suggestions: _____

Signature

Date