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| Name: | | College Faculty/Office/Unit: |
| Position: | | Length of service to PNU: |
| Research Title: | | Type of presentation: 🗌 Poster presentation  🗌Oral presentation |
| Title of the International conference/convention: | | |
| Inclusive date/s: | | Venue: |
| **Disclosure Statement (Please check which is applicable)**  🗌 There is no funding assistance from the organizing or any other agencies for my participation in this international academic event.  🗌 I have been provided with funding assistance amounting to \_\_\_\_\_\_\_, in support to this paper presentation by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of agency) and I hereby attached the details of the funding assistance provided.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Applicant’s signature | | |
| **Attachments:** *(Please submit in triplicate copies)*  🗌 Letter of request for financial assistance with endorsement of the Associate Dean/Immediate Supervisor  🗌 Abstract of the Paper  🗌 Copy of the full text of the paper/full manuscript in publishable format  🗌 Copy of the publication (if published already)  🗌 Photocopy of the letter of invitation/Acceptance letter from the organizer  🗌Photocopy of informational materials about the conference  🗌Copy of the travel report corresponding to the previous request for financial assistance (if applicable)  🗌Line item budget (to include amount, coverage and proposed utilization)  🗌 Three quotations on airfare and hotel accommodation (if applicable)  🗌 Make-up classes form (if applicable)  🗌 Details of financial assistance requested from sources other than PNU (if applicable)  🗌 Accomplished Application for Travel Authority (HRMDS Form) signed by the applicant, immediate supervisor and concerned VP | | |
| **Commitment Statement (For papers not yet published)**  I hereby expressed my commitment to publish this research in a reputable refereed journal (international or CHED accredited) within one year after my presentation and submit to the EPRDC the copy of the published article with proofs of evaluation by the journal’s referees.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Applicant’s signature | | |
| **Recommended by:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Associate Dean  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dean | **Recommended by:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  VPA/VPFA/VPURA | |
| **Endorsed by:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Director, EPRDC | **Certification for the availability of fund for the registration fee and transportation/airfare/per diem (whichever is applicable):**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Head, Accounting Unit | |
| **Recommended by:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Vice President for Research, Planning  and Quality Assurance | **Approved\***  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  President | |
| ***\*Subject to compliance with government accounting and auditing rules and regulations*** | | |