



OFFICE OF THE EXTERNAL AFFAIRS

Checklist for International Travel

- Cover letter addressed to IAS Director signed by University President
- Accomplished CHED IAS Form No. 15
- Acceptance Letter
- Invitation Letter
- Profile of Organizer or Host Institution
- Background of the Conference (if applicable)
- Accomplished Travel Request Form (for Travel Authority and Travel Order)
- Itinerary of Travel with funding requirement (if applicable)
- Accomplished re-entry action plan
- For paper presentations: proof indicating that papers presented in the conference will be published in journals that are indexed by Elsevier / Scopus / ASEAN Citation Index (ACI)
- Certification of Necessity of Travel