



AD HOC DUTY TRAVEL PROPOSAL FORM

Name of the staff member	Designation (acronym)	Signature with date				
		Staff category	LTS <input type="checkbox"/>	STP <input type="checkbox"/>	Others <input type="checkbox"/>	
# of <i>ad hoc</i> duty travels already approved in the current biennium						
# of planned duty travels approved	Year	1 Qtr	2 Qtr	3 Qtr	4 Qtr	Total
	2002					
	2003					
PROPOSED CURRENT TRAVEL						
Title of the meeting/ workshop/seminar/ consultation/etc.						
Venue						
Dates						
Objectives/ToRs						
Funding source for travel		WHO/HQ	WHO/SEARO	Others [specify]		
	Airfare					
	Per diem					
Attachments, if any {such as invitation letter, etc.}						
Justification for travel and value added facts for the organization						
Linkage to PoA – ICP or country plan						
WR's agreement:	Received (attached) <input type="checkbox"/> Awaited <input type="checkbox"/> Not applicable <input type="checkbox"/>					
Director's recommendation						
DRD's recommendation						
RD's decision						