

UGANDA CHRISTIAN UNIVERSITY

P.O Box 4,
Mukono, Uganda



STAFF DEVELOPMENT COMMITTEE

Application for Short-Term Travel

(Note: Use this application form when applying to travel to conferences, workshops, speaking invitations, short programs of study, training or collaboration lasting at most three months)

PART A: (To be completed by Applicant)

1. Particulars of Applicant

A1.1 Surname: _____ Other Names: _____

A1.2 Faculty: _____ Department: _____

A1.3 Current Appointment: _____

A1.4 Terms of Employments: (Permanent/ Contract/ Part-Time): _____

A1.5 Primary Area of Academic Interests: _____

A1.6 Secondary Academic Interests: _____

A2. Particulars of Event to be attended. _____

A2.1 Description of Event: _____

A2.2 Place: _____

A2.3 Start Date: _____

A2.4 Intended Dates of travel. Department: _____ Return: _____

A2.5 Particulars of Organizers: _____
(Give Contact Persons and Contacts)

A2.6 What is your role in this Event? _____

A2.7 Are you making a presentation delivering a paper at this event? Yes No

[If 'yes' attached a copy of the abstract]

2.8 What benefits from this event are likely to accrue to:-

(i) You personally in your career at UCU?

(ii) UCU as a result of your participation?

3.6 Support Requested from Staff Development Committee

I am applying for permission to travel and for funding as itemized below.

3.6.1 Costs of Travel by Air Land Other

(Estimated Cost is USH. _____ US\$: _____

3.6.2 Transit Expenses for _____ days estimated at USH _____ US\$ _____

3.6.3 Accommodation costs for days estimated at

USH _____ US\$ _____

3.6.4 Registration fees at US\$ _____ USH _____

3.6.5 Visa Fees at US\$ _____ USH _____

3.6.6 Health Insurance at US\$ _____ USH _____

3.6.7 Other Costs (Specify) _____

at US\$ _____ USH _____

Total Cost Requested US\$ _____ USH _____

3.6.8 When did you last Study/ travel? Dates _____ For how long? _____

Purpose? _____

Sponsored By: _____

Did submit trip report? Yes No

3.7 Notes:

(i) For those items which you do not require UCU sponsorship indicate the sponsor(s)

(ii) Attach documentary evidence of your invitation, acceptance and the basis of your costs.

(iii) If you are traveling by air, attach indicative costed itinerary from a reputable travel agent.

Name: Signature.....

Applicant

Date:

PART B (To be completed by the Supervisor / Head of Department / Dean)

B.1 What is your evaluation of the contribution of this event to the career development of applicant?

Highly Important Important Useful

Irrelevant Not Sure

B.2 What is your evaluation of the contribution of this event to the current job performance of the applicant?

Very Important Important Useful

Irrelevant Not Sure

B.3 (i) Would the current job commitments of the applicant allow him /her to undertake this study / travel?

Yes No

(ii) If Yes, indicate briefly what contingency plans you have made

B.4 Your Study / travel vote for the current financial year has a balance of USD _____

available funds. What is your rating of the importance of this request within your current priorities?

High Medium Low

Signed by..... (Supervisor)

PART C (Recommendation by Staff Development Committee)

C. 1 The committee *approves* the applicant's participation in this event and approves a sum of USD _____ under the following conditions _____

C.2 The committee *does not approve* the application because:

- It is not suitable for the applicant at this time
- It does not serve UCU objective in the context of the applicant's terms of service
- The cost is not reasonable nor justifiable
- Other reason (Specify)

Signed: _____

Chairman

Secretary