

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 71 1/1
Human Resource Development Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Basic Personnel Transaction	ONLINE APPLICATION OF TRAVEL AUTHORITY (OFFICIAL TRAVEL)	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD Start([Start]) --> Step1[1. SUBMISSION OF THE REQUEST] Step1 --> Step2[2. EVALUATION OF THE REQUEST] Step2 --> Step3[3. ENDORSEMENT] Step3 --> Step4[4. FINAL ACTION] Step4 --> Step5[5. PROVISION OF INFORMATION TO UNIT] Step5 --> End([End]) </pre>	<p>Submit online request for Travel Authority with the following scanned attachments</p> <ol style="list-style-type: none"> Letter of Request Form endorsed by the Chair and the Dean Copy of Invitation (for official travel) Approved leave application (personal travel) <p>Checks the data and attached documents.</p> <p>Recommends approval.</p> <p>Endorses request.</p> <p>Approves and signs request.</p> <p>Returns the approved document to unit.</p>	<p>End User</p> <p>HRDO Staff</p> <p>HRDO Director</p> <p>VCA/VCAA</p> <p>Chancellor</p> <p>HRDO Staff</p>

Prepared by/Date:
Approved by/Date:

Reviewed by/Date: