**REQUEST FOR APPROVAL OF FOREIGN TRAVEL BY USING DOMESTIC FUNDS**

**UNIVERSITY OF COLOMBO, SRI LANKA**

**Information as requested by Director General, Department of National Budget by the letter PE/UNI/Other/ 08-04 dated 25.06.2008**

Name of the Nominee :

Designation :

Details of the tour :

1. Benefits that the individual nominee, the university and the country at large would get by participation in the requested meeting/seminar/workshop conference and study programme etc.
2. Whether the requested training/workshop/seminar is not available in Sri Lanka
3. Details of previous training/workshop/conferences attended by the nominee and the

Improvement in direct/indirect contributions of the nominee after attending such seminars/workshop or training (preferably for last 3 years)

|  |  |  |
| --- | --- | --- |
| Name Of the Courser /workshop/seminar | Duration Form To | Country |
|  |  |  |

1. Total annual generated income (in Rs. Million) for last 3 Years and its composition-
2. Whether funds spent on the intended travel is earmarked for this purpose in their annual budget at the beginning of the year and such budget has been approved by the University Council
3. Whether there is a proper mechanism in the university to provide equal opportunities to other staff members in the Departments facilities to participate in such training and Workshops etc. using funds generated by that Department or Faculty.
4. Whether there is proper system in the University to utilize a fair share of the generated funds to the development of the facilities of the University (i.e. Library, Laboratories, Computer and other equipment and overhead cost of the University)

……….……………………….

Signature of Applicant Date:

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**Section I**

1. Name of the Nominee :
2. Name of the Institute :
3. Date of birth :
4. Designation :
5. No. of years of Service in the present post :
6. Nature of present duties in brief :
7. Title of the Training Course /workshop/seminar

Course Content :

Country and Institution :

Duration :

1. Usefulness of the Course to the Institution on return :

Previous foreign during last 3 years:

|  |  |  |  |
| --- | --- | --- | --- |
| Name Of the Courser /workshop/seminar | Duration  Form/ To | Source of funding | Country |
|  |  |  |  |

**Section II**

1. If other officers have been trained in the past in the same course, give details
2. Total cost of Training borne by the nominating agency
3. Availability of Budgetary Provision
4. Justification for selecting the Nominee
5. If similar programmers are conducted locally, reasons for non selection

Board approval has been obtained for this nomination

………………………………..

Signature of Applicant Date

…………………………………

Head of Institution Date

**Section III**

Recommended / Not Recommended

……………………………………………………….

Secretary Ministry of ………………………………………………………... Date

**Section IV**

Foreign Travel of Mr. …………………………………………………………..is…………………………………………

Approved subject to expenses in relation to foreign travel being incurred in accordance with the provisions of the Foreign Travel Circulars issued by the Ministry of Finance.

Not Approved

Director General

Dept. of public Enterprises

General Treasury Date

Copies to : 1. Secretary, President

2. Secretary, Ministry of Higher Education

3. Chairman, University Grants Commission

4. Auditor General

Appendix (A)

**ENTITLEMENTS OF PROGRAMME FOR UTILIZING DOMESTIC FUNDS**

Specify the following aspects in your recommendation, enabling us to make decision on the request.

1. Benefits that the individual nominee, the university, and the country at large would get by participation in the requested meeting/ seminar/ workshop/ conference and study programme etc.
2. Whether the requested training/ workshop/ seminar is not available in Sri Lanka.
3. Details of Previous training/ workshop/ conferences attend by the nominee and the improvement in direct/ indirect contributions of the nominee after attending such seminars/ workshop or training (Preferably for last 3 years).
4. Total annual generated income (in Rs. Million) for last 3 years and its composition.

Whether funds spent on the intended travel is earmarked for this purpose in their annual budget at the beginning of the year and such budget has been approved by the University Council.

1. Whether there is a proper mechanism in the university to provide equal opportunities to other staff members in the Departments/ Faculties to participate in such training and workshops etc. using funds generated by that Department or Faculty.

Whether there is a proper system in the university to utilize a fair share of the generated funds to the development of the facilities of the university (I.E. library, laboratory, computer, other equipment and overhead cost of the university).