

MOI UNIVERSITY

OFFICE OF THE VICE-CHANCELLOR

APPLICATION FOR OUT OF COUNTRY LEAVE OF ABSENCE FROM THE UNIVERSITY

This application form should be completed in quadruplicate and submitted to the office of the Vice-Chancellor at least 14 days for out of country travel.

1. Name..... Designation..... PF/No.....
 Department..... School.....

2. I wish to apply for permission to be away from the University from.....
 To..... for the following purposes (attached evidence)

3. Source and extend of finance for this trip (**Please attach evidence**)

 Mode of travel.....
 Insurance cover by.....

4. While I am away, my teaching, research and administrative assignments shall be performed by

5. Over the last 2 years I have travelled out of the country on the following occasions:

	Date	Purpose	Place	Duration
1				
2				
3				
4				
5				
6				
7				
8				

Applicant's Signature..... Date.....

6. Comments by Head of Department on relevance of the journey, its positive as well as negative impact on the Department and the individual.

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.....

I recommend/not recommend leave of absence

Signature:..... Date.....
Department.....

7. Comments by Dean of the School: I recommend/not recommend leave of absence. Reasons for not recommending:

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.....

Signature:..... Date.....
School.....

8. I, hereby approve/do not approve the absence from the University of the named member of staff from..... To.....

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.....

Signature:..... Date.....

- 1. Original – Vice-Chancellor
- 2. Duplicate – Dean of School
- 3. Triplicate – Head of Department
- 4. Quadruplicate – Staff Member