

Ex-Country Travel

Candidate Information:

Name of the personnel:

EID:

Position Title

Division, Department

Contact No.:

Program Details:

Program/Purpose:

Institute/ Country:

Duration:

i. Start Date:

ii. End Date:

Source of Funding:

Type (please tick)

Mandatory/Delegation/Job related/Others

If others please specify:

.....

Last Ex-Country Travel Details:

Program/Purpose:

Institute/Country:

Duration (start date - end date):

Attachments:

1. Invitation letter

2. Travel Authorization form (signed by your Competent Authority)

For HR Purpose only:

MHRC No. and Date :

Endorsed/Rejected :