

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.....
 Tofor 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 traveled out of the country on the following occasions:**

1	Date	Purpose	Place	Duration
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.

.....
.....
.....

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:

.....
.....
.....
.....

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

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

.....
.....
.....

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

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