LAGOS STATE UNIVERSITY, OJO

Staff Welfare Unit

ACADEMIC STAFF

APPLICATION FORM FOR GRANTS FROM THE TRAINING & DEVELOPMENT VOTE

To be completed in TRIPLICATE

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Applicant's Signature

To: The Vice Chancellor Thro: The Registrar

Thro: Dean

Thro: Head of Department

I wish to apply for Sponsorship by the University from THE LEARNED CONFERENCE VOTE to attend a Conference, the particulars of which are stated below: Copies of the Conference prospectus and letter of invitation are attached herewith. NAME: PF: STATUS: PHONE NUMBER. SALARY GRADE & LEVEL **FACULTY:** DEPARTMENT: TITLE OF CONFERENCE: CONFERENCE LOCATION (ABUJA/WESTERN STATE/EASTERN STATE NORTHERN STATE).... CONFERENCE VENUE: CONFERENCE DATES: (Kindly attach all relevant documents in respect of the Conference). (Please note that in case where accommodation is provided through an advance, it has to be accounted for). CONFERENCE LAST ATTENDED FOR WHICH UNIVERSITY FINANCIAL ASSISTANT WAS **GRANTED:** Title: Venue: Date: Amount granted (Plus Air Fare) ¥ Give Title(s) of papers presented at previous Conference(s) Are you presenting paper(s)? If yes, state Titles(s) of paper(s) (Evidence of Acceptance of Paper(s): by the organizing committee must be attached) State in What other capacity you are attending the Conference i.e. Member, Chairman, etc:

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Date

FIN	ANCIAL ASSISTANCE R	EQUIRED: (TO BE COM	IPLETED BY STA	AFF WELAFRE UNIT)
ITE	M: UNIVERSITY APPRO	OVED AMOUNT		** <i>K</i>
(i) (ii)	Course fee (as advertised) Course Location (Hotel Expenses, feeding etc) (Night Allowance)			
	(a) Abuja trip	()	
	(b) Western State	e trip ()	
	(c) Northern and	Eastern State trip ()	
(iii)	Incidental/Contingency			
	Local Transport	ation		
(iv)	Traveling Allowance (a) Return Air Ticket (b) Road Travel in ki)	
(vi)	Total Amount Recommen	ided:		
(vii)	Authenticated by the Hea	d, Staff Welfare Unit		
Con	nments by the Head of Dep	artment, especially as rega	rds the financial ii	nplication:
	Signature			Date
•••••	Signature			Date
CON	MMENTS BY THE BURSAF	R ON AVAILABILITY OF	FUND IN THE CO	ONFERENCE/SEMINAR VOTE
<u>VO</u>	<u>re</u>	<u>EXPENDED</u>		<u>BALANCE</u>
••••				
••••	Signature		•	Date
REG	SISTRAR'S RECOMMENDA	TION TO THE VICE CHAN	CELLOR	
••••	Signature		•••••	Date
CON	MMENT OF THE VICE CHA	NCELLOR		
••••				
•••••	Signature		•••••	Date