



GARISSA UNIVERSITY  
(A Constituent College of Moi University)

REG. 11

**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 Principal at least 14 days for out of country travel.

- Name.....Designation.....PF/No.....  
Department.....School.....
- I wish to apply for permission to be away from the University from..... To  
.....for the following purposes(attached  
evidence).....  
.....  
.....
- Source and extend of finance for this trip (**Please attach evidence**)  
.....  
.....  
.....  
Mode of travel.....  
Insurance cover by .....
- While I am away, my teaching, research and administrative assignments shall be performed by  
.....
- 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** - **Principal**
- 2. **Duplicate** - **Dean of School**
- 3. **Triplicate** - **Head of Department**
- 4. **Quadruplicate** - **Staff Member**