



Office of the Board Secretary

**EXCERPTS OF APPROVED MINUTES OF THE
3rd LSU Board of Regents Meeting
8 February 2002 * LNU, Tacloban City**

Proposed General Guidelines for Local and Foreign Travel

BOR Resolution No. 20, s. 2002

Confirming the proposed guidelines for local and foreign travel as corrected.

A. LOCAL AND FOREIGN TRAVELS NOT REQUIRING MOA

1. To attend training related to development and professional growth of the staff either with or without subsidy of travel cost from the University. However, the request for travel shall follow protocol of approved/existing guidelines for LSU scholarship/fellowship program for academic staff.
2. To develop a proposal for collaborative research or extension projects with scientists from other institutions for submission to funding agencies provided that the proposal will be in line with the research and extension priorities of the University.
3. To present results and/or plan future activities of researchers that are duly registered at LSU and jointly conducted with other agencies.
4. To present research results in sponsored symposia.
5. To serve as trainor, resource person or as moderator/facilitator/evaluator in training, workshops and symposia conducted in relation to approved research and extension projects/programs of the University.
6. To convene and preside over meetings and conferences if this is a component of a previous agreement.

B. LOCAL AND FOREIGN TRAVELS REQUIRING MOA

1. To participate in a Staff Exchange Program with educational, research and development agencies. All costs of travel and accommodation related to the activity should be borne by the inviting institution, external funds, or research project funds of the invited staff.
2. To share research framework and experiences with other institutions, and backstop and assist research and extension partners including data analysis and synthesis.

C. CONSULTANCY OR REQUEST IN LINE OF EXPERTISE WITH PAY

1. A MOA is required if the staff travels on official time either with or without subsidy of travel cost from Leyte State University (LSU).
2. A MOA is not required if the staff elects to file a leave of absence without pay or chargeable to his/her leave credits provided that prior approval from the Head of the mother agency regarding the consultancy engagement is secured.

Note: 1) Regardless of whether a MOA is required or not, the staff has to seek approval for travel, following approved protocol and National Budget Circular No. 442 dated 29 March 1995.
2) All previous rules, regulations or memorandum issued which are contrary to or inconsistent with these guidelines are hereby repealed or modified accordingly.

BOARD ACTION: APPROVED

Date: 08 February 2002

ATTACHMENT: W

Certified True and Correct:

DANIEL M. TUBTUD JR.
Board Secretary



LEYTE STATE UNIVERSITY
Visca, Baybay, Leyte 6521 A
Philippines

Office of the Board Secretary

08 February 2002

**The Honorable Chairman and
Members of the LSU Board of Regents**

Ladies/Gentlemen:

I am hereby endorsing the "**Proposed Guidelines for Local and Foreign Travel**". These guidelines will help LSU personnel in assessing their commitments to the University as it relates to their instruction, research, and extension functions.

This proposal has been presented and approved by the Administrative Council last 21 January 2002.

I am, therefore, recommending the same **FOR CONFIRMATION** by the Board of Regents.

Very truly yours,

PACIENCIA P. MILAN
President

BOARD ACTION : _____

DATE : 08 February 2002

PROPOSED GENERAL GUIDELINES FOR LOCAL AND FOREIGN TRAVEL

A. LOCAL AND FOREIGN TRAVELS NOT REQUIRING MOA

- A.1 To attend training related to development and professional growth of the staff either with or without subsidy of travel cost from the University. However, the request for travel shall follow protocol of approved/existing guidelines for LSU scholarship/ fellowship program for academic staff.
- A.2 To develop a proposal for collaborative research or extension projects with scientists from other institutions for submission to funding agencies provided that the proposal will be in line with the research and extension priorities of the University.
- A.3 To present results and/or plan future activities of researches that are duly registered at LSU and jointly conducted with other agencies.
- A.4 To present research results in ~~government~~ sponsored symposia.
- A.5 To serve as trainor, resource person or as moderator/facilitator/evaluator in training, workshops and symposia conducted in relation to approved research and extension projects/programs of the University.
- A.6 To convene and preside over meetings and conferences if this is a component of a previous agreement.

B. LOCAL AND FOREIGN TRAVELS REQUIRING MOA

- B.1 To participate in a Staff Exchange Program with educational, research and development agencies. All costs of travel and accommodation related to the activity should be borne by the inviting institution, external funds, or research project funds of the invited staff.
- B.2 To share research framework and experiences with other institutions, and backstop and assist research and extension partners including data analysis and synthesis.

C. CONSULTANCY OR REQUEST IN LINE OF EXPERTISE WITH PAY

- C.1 A MOA is required if the staff travels on official time either with or without subsidy of travel cost from Louisiana State University (LSU).
- C.2 A MOA is not required if the staff elects to file a leave of absence without pay or chargeable to his/her leave credits provided that prior approval from the Head of the mother agency regarding the consultancy engagement is secured.

Note: 1) Regardless of whether a MOA is required or not, the staff has to seek approval for travel, following approved protocol and National Budget Circular No. 442 dated 29 March 1995.

- 2) All previous rules, regulations or memorandum issued which are contrary to or inconsistent with these guidelines are hereby repealed or modified accordingly.