QUICK GUIDE

Submit International Travel

1. Log in to https://uis.up.edu.ph
    - Enter UIS credentials (username and password) > Login button

2. UIS Home Page > Main Menu
    - UP Employee Self Service > Employee Submissions/Requests > Request for Travel > International Travel

3. International Travel
    - Click Add button tab

      -Assignment Position
        - Click the magnifying glass and click go button then select Quick Select

      -Venue
      -Start Date
      -End date
      -Nature of Travel
        - Click the magnifying glass and click go button then select Quick Select Nature of Travel

      -Travel Description (Purpose)
      -Sponsoring/Inviting Agency
      -Type of Leave Requested
        - Click the magnifying glass and click go button then select Quick Select Type of Leave Requested

      -Sponsor Expense
        - Click the magnifying glass and click go button then select Quick Select Sponsor Expense

      -Currency of Amount Granted
      -Amount Granted
      -Estimated Expenses
      -Faculty-Course Section to be Missed
      -Faculty -Schedule to be Missed
      -Faculty -No of Class Meetings to be Missed
      -Faculty-% of Class Meetings to be Missed
      -Faculty-Arrangement of Classes to be Missed
      -Remarks
      -Entitlement
    - Click Apply button
    - Click Next button

4. Review
    - Click Submit button

Confirmation

Note: Your International Travel is submitted for supervisor's approval.