

LAGOS STATE UNIVERSITY, OJO

Staff Welfare Unit

NON-TEACHING

APPLICATION FORM FOR GRANTS FROM THE TRAINING & DEVELOPMENT VOTE

To: The Vice Chancellor
Thru: The Registrar
Thru: Head of Department

I wish to apply for Sponsorship by the University from the Training and Development Vote to attend a Conference/Workshop/Seminar/Course the particulars of which are as Stated below:

Documents relevant to the Programme are herewith attached please.

SECTION A

1. **NAME:**PF:
2. **DESIGNATION:**PHONE NUMBER:
3. **SALARY GRADE/LEVEL:**
4. **DEPARTMENT/DIVISION:**
5. **CONFERENCE LOCATION (ABUJA/WESTERN STATE/EASTERN STATE NORTHERN STATE/LAGOS).**
(State as Applicable)
6. **TITLE OF CONFERENCE/COURSE/WORKSHOP/SEMINAR**
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7. **VENUE OF CONFERENCE:**
8. **PERIOD OF CONFERENCE:**
9. **CONFERENCE LAST ATTENDED UNDER UNIVERSITY SPONSORSHIP**
 - (i) **Title:**
 - (ii) **Venue:**
 - (iii) **Period:****Amount granted (including air fare)**

.....
Signature

.....
Date

SECTION B

10. **RECOMMENDATION OF HEAD OF UNIT/DEPARTMENT/DIVISION ON THE APPLICATION**
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Signature
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Date

SECTION C

11. FINANCIAL ASSISTANCE REQUIRED (TO BE COMPLETED BY TRAINING OFFICER)

| | N | K |
|---|-------|---|
| (i) Course fee (as advertised) | | |
| (ii) Course Location (Hotel Expenses, feeding etc) | | |
| (a) Abuja trip () | | |
| (b) Western State trip () | | |
| (c) Northern and Eastern State trip () | | |
| (iii) Incidental/Contingency | | |
| Local Transportation | | |
| (a) Staff Salary | | |
| (b) Course Location | | |
| (iv) Traveling Allowance | | |
| (a) Return Air Ticket (Lagos to _____) | | |
| (b) Road Travel in kilometer (Distance) | _____ | |
| (v) Total Amount Recommended: | ===== | |
| (vi) Endorsement by the Head of Staff Welfare Unit | | |
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12. BURSAR'S CONFIRMATION OF AVAILABILITY OF FUNDS IN THE TRAINING AND DEVELOPMENT VOTE

| <u>VOTE</u> | <u>EXPENDED</u> | <u>BALANCE</u> |
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| | | |
| Signature | | Date |

13. RECOMMENDATION OF REGISTRAR

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| | |
| Signature | Date |

14. VICE-CHANCELLOR'S APPROVAL

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| Signature | Date |