



ATENEO DE DAVAO UNIVERSITY

E. Jacinto St., 8016 Davao City, Philippines
Tel No. +62 (82) 221.2411 local 8261; Fax +63 (82) 221.2413
e-Mail: research@addu.edu.ph * www.addu.edu.ph

In Consortium with Ateneo de Zamboanga University and Xavier University

University Research Council

Memorandum No. 2016-2017-05
September 5, 2016

MEMORANDUM TO: University Community

FROM: LOURDESITA S. CHAN
CHAIR
UNIVERSITY RESEARCH COUNCIL (URC)

RE: Amendment to Existing Travel Grant Conditions

Per the recommendation of the University Research Council and the approval made by the University President the following provisions are considered preconditions in the awarding of travel grants and thus incorporated in the contract covering such grant.

- a. The coverage of the travel grant regarding accommodation includes provision for arrival a day prior the start of the Conference until an overnight stay on its last day. The provision requires the grantee to depart from the place of Conference on board the first available flight or any other applicable means of transportation convenient to him/her.
- b. Expenses incurred not within the recognized travel period and the inclusive dates of the Conference shall not be accepted as valid for purposes of liquidation and reimbursement and shall be chargeable to the grantee.

The provisions shall take effect on 6th September 2016 and shall remain in force until duly amended.

For your information and guidance.



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