

BABCOCK UNIVERSITY
HUMAN RESOURCES DEPARTMENT
CONFERENCE APPLICATION FORM

Name of Employee: _____ Rank: _____

Department: _____ Date Employed: _____

Phone No.: _____ BU Email: _____ Date: _____

PART A: Previous Conference/Seminar/Workshop/Training Attended Within the Current Year

S/N	Organizer/Professional Body	Title/Theme of Conference	Sponsored By	Date of Programme	Venue of Programme	Date Report was submitted at HR

PART B: Conference/Seminar/Workshop/Training Programme Being Applied for at Present

S/N	Organizer/Professional Body	Title/Theme of Conference	Relevance to Present Job	To Be Sponsored By (Per diem is BU Sponsorship for Int'l Conference)	Venue of Programme	Date of Programme

Date of Departure: _____ Date of Arrival: _____ Date of Resumption of Duty: _____

(Upon resumption, kindly complete the Conference/Workshop Resumption of Duty Form and submit same at HR not later than the day of resumption, to ensure continued payment of salary)

Financial Implication (if BU sponsorship): Registration: _____ Transportation: _____
 Accommodation and Feeding: _____ **Total Cost:** _____ (NOTE: Per diem is BU sponsorship for Int'l Conference)

HR Officer's Approval of Conference Based on Policy: Approved [] Not Approved [] Sign _____ Date _____

Internal Auditor's Approval Based on Policy: Approved [] Not Approved [] Sign _____ Date _____

Budget Officer's Approval of Availability of Departmental Budget for Conference: Comment: _____
 _____ Approved [] Not Approved [] Sign _____ Date _____

Name of HOD/Supervisor _____ Approved [] Not Approved [] Sign _____ Date _____

Name of Dean/Director _____ Approved [] Not Approved [] Sign _____ Date _____

Name of SVP/Principal Officer _____ Approved [] Not Approved [] Sign _____ Date _____

Note: Requirements Before and After Conference/Seminar/Workshop/Training Programme

- A. **BEFORE** ALL APPLICATIONS/REQUESTS SHOULD GET TO HR AT LEAST ONE MONTH TO THE DATE OF CONFERENCE.
- B. **AFTER** A TWO-TO-FOUR (2 – 4) PAGE TYPE-WRITTEN POST-CONFERENCE REPORT SHOULD BE SUBMITTED AT HR BEFORE YOU WILL BE CONSIDERED FOR ANOTHER CONFERENCE/TRAINING PROGRAMME.
- C. **AFTER** IF YOU WERE UNABLE TO ATTEND THE CONFERENCE/TRAINING PROGRAMME, PLEASE INFORM HR, LATEST BY SEVEN DAYS AFTER THE DATE OF THE PROGRAMME.

FOR HR DEPARTMENT ONLY

Date listed as HR agenda item _____ Date voted by ADCOM _____