

THE UNESCO NATIONAL COMMISSION OF THE UNITED REPUBLIC OF
TANZANIA



NATCOM-ADM-F002: FORM OF AUTHORITY TO TRAVEL

(To be filled in duplicate)

PART A: REQUESTING

Officer's Name: Designation:

Section: () ()

Duration: (days); From:

Destination:

Transport used: Tick Appropriate By Air By Bus By Office Car

Purpose of Travel:

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Copy of supporting document attached: Letter with Ref. of

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Signature of Requesting Officer

Date:

PART B: RECOMMENDATIONS

Comment(s) by Head of Sector/Department:

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Signature

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Date

PART C: RECOMMENDATIONS

Comment(s) by Human Resource Officer:

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Signature

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Date

PART D: RECOMMENDATIONS

Comment(s) by Deputy Executive Secretary (Finance and Administration):

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Signature

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Date

PART E: APPROVAL

Approval by Executive Secretary:

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Signature

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Date