

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	Date/Venue of Programme

Financial Implication (if BU sponsorship): Registration: _____ Transportation: _____ Accommodation: _____
 Feeding: _____ **Total Cost:** _____

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

Internal Audit'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 _____