**TRAVEL DECLARATION FORM FOR STAFF**

|  |  |
| --- | --- |
| Name of Employee: |  |
| Department: (Id No) |  |

If you have travelled or are intending to travel overseas between [DATE] and [DATE], please fill in the table below with the details of your actual travel / intended travel plans:

|  |  |  |  |
| --- | --- | --- | --- |
| Destination | Period of Stay | | |
| From: | To: | Count: |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Important Note: Where possible please mention the country or places where you will stay in transit.

Declaration by:

|  |  |
| --- | --- |
| Name of employee: |  |
| Signature: |  |
| Date: |  |