



Abdullah Gül University Leave Request for Visits

Name of Applicant			
Faculty/School and Department School of Foreign Languages			
Name of Event			
<input type="checkbox"/> Scientific		<input type="checkbox"/> Assignment/Managerial	
<input type="checkbox"/> Congress	<input type="checkbox"/> Panel	<input type="checkbox"/> Education	<input type="checkbox"/> Presentation
<input type="checkbox"/> Symposium	<input type="checkbox"/> Seminar	<input type="checkbox"/> Congress	<input type="checkbox"/> Meeting
<input type="checkbox"/> Workshop	<input type="checkbox"/> X Other	<input type="checkbox"/> Fair	<input type="checkbox"/> Other
Academic Event		Managerial Event	
City and Country Where The Event to be Held		City and Country Where The Event to be Held	
Title of Paper to be Submitted¹		Title of Congress-Meeting-Workshop-Business Visit, or Reason	
Compensation of Missed Classes		Replacement for Yourself	
Other Responsibilities to be Assumed by The Applicant at The Event²			
Host Institution(S)		Institution(s) Organizing The Event³	
Results Obtained From The Last Two Event Visits Supported By Abdullah Gül University⁴		Number of Applicants	
Number Of AGU-Supported National / International Leave s Taken in This Calendar Year, Domestic: Abroad:		Role of Applicant	
Total Sum (in \$ and TL) of Financial Support Provided By AGU for These Leaves⁵		Abstract of the Event if any previously conducted meeting exists concerning the title -	
Remarks⁶		Remarks⁶	
Dates of Leave: Day/Month/Year Day/Month/Year			

1. Attach an abstract of the paper.

2. E.g., (a) organizing/program committee member, (b) session chair, (c) invited speaker/panel member, etc.

3. Attach information about the event (e.g event leaflet).

4. E.g., (a) articles published or accepted for publication by leading scholarly/scientific periodicals, (b) initiation of joint research, (c) notable work or research started or planned in connection with or as a result of the conference.

5. Use Central Bank of Turkey selling exchange rates in converting TL to US \$.

6. Use this space for any other information you may wish to provide, using an additional sheet if necessary.

PLEASE NOTE: Staff members who are provided financial support by the University are required to present, on arrival, flight tickets, hotel bills, and conference registration receipts as indicating applicant's name and AGU's address.

Financial support requested from the University for the visit (domestic TL / abroad \$)				
		Requested ⁷	Approved ⁷	Actual ⁷
	Remarks	TL/\$	TL/\$	TL/\$
Per diem ⁸ (36,25.-TL per day/2017)				
Travel fare ⁹ (Air ticket, train etc.)				
Accommodation (Hotel stay)				
Others (Event fee etc.)				
TOTAL				

Present Budget and Supply Status of the Unit Requesting Event		
Yearly Budget Amount	Present Budget Amount	Amount That Will Be Allocated From The Budget

Financial Support Requested for This Visit From Other Sources			
Source	Remarks	Amount¹⁰	
		TL	\$
TOTAL			

Remarks by the Department Chairperson/Manager¹¹		Remarks	Remarks
Applicant	Department Chair/ Head of Department	Dean/Director/ Secretary General	Provost
Date: ___/___/___ Day/Month/Year	Date: ___/___/___ Day/Month/Year	Date: ___/___/___ Day/Month/Year	Date: ___/___/___ Day/Month/Year
Signature	Signature	Signature	Signature

(Onaylanan Tutar)

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7. See item 5.

8. Per diem consists of the minimum amount required according to the conditions in the city of destination.

9. Applicants are expected to contact various travel agencies and use the most economic means of travel.

10. See item 5.

11. Remarks concerning the arrangements to be made for the fulfillment of the duties of the applicant in his/her absence.