

The guide in filling the *SPPD* (The form of official trip) out

1. *SPPD* (The form of official trip) is an administration requirement for QITEP in Mathematics to be used as a legal document showing the agreement between QITEP in Math and the participant's institution to have an official trip. This is used for the purpose of reimbursing the official trip cost of the course participant.
2. The head or other official of the participant's institution is to sign in the space where the  $\surd$  symbol is written. The signature is stamped (if there is an official stamp). We need the five (5) sheets of *SPPD* which are originally signed and stamped.
3. Please do not write anything except signature in the documents.
4. The name of the official signing the forms might be written in separate paper.