REQUEST FOR TRAVEL APPROVAL / ADVANCE  Trip # ______
Travel on University Funds Outside Santa Barbara Area

NAME OF TRAVELER: ____________________________________________
EMPLOYEE ID #: ______________________________________________
DEPARTMENT: __________________________________________________

1. FUNDS TO BE USED: __________________________________________

2. DESTINATION: ______________________________________________

3. DURATION: __________________________ (Dates of Trip) ____________

4. PURPOSE OF TRIP/JUSTIFICATION: ______________________________

5. ESTIMATED COST:

   Airfare - __________
   Other Transportation - __________
   Per Diem - __________
   Other - __________
   Total - $ __________

REQUESTED BY: ____________________________ ________________ (Date)

APPROVED BY: ____________________________ ________________ (Date)
   Authorized for Payment by ____________________________ ________________ (Date)
          Department Chair
   ____________________________ ________________ (Date)
          Dean
   ____________________________ ________________ (Date)
          Vice Chancellor

EMPLOYEE DEVELOPMENT (Worshops, courses, seminars) (Staff Personnel Only)
   ____________________________ Personnel Manager

NOTE: Copy of approval must accompany Request for Travel Advance, Travel Voucher, or payment to travel agency, whichever is submitted first.
      When submitting to Dean’s office, please type in triplicate.
      This form not for use for recruitment purposes; please use “Request for Travel Approval for Recruitment Purposes”

UCSB Form
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ORIG.-Accounting Office
OTHER-UAT