

**REQUEST FOR TRAVEL APPROVAL / ADVANCE** Trip # \_\_\_\_\_

Travel on University Funds Outside Santa Barbara Area

NAME OF TRAVELER: \_\_\_\_\_

EMPLOYEE ID #: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

FUNDS TO BE USED: \_\_\_\_\_

DESTINATION: \_\_\_\_\_

DURATION (Dates of Trip): \_\_\_\_\_

PURPOSE OF TRIP/ \_\_\_\_\_

JUSTIFICATION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**ESTIMATED COST:**

Airfare	-	\$	_____
Other transportation	-	\$	_____
Lodging	-	\$	_____
Meals/Per Diem	-	\$	_____
Other	-	\$	_____
<b>Total</b>	-	\$	_____

REQUESTED BY: \_\_\_\_\_ Date \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ Date \_\_\_\_\_

Authorized for Payment by

\_\_\_\_\_ Date \_\_\_\_\_

Department Chair

\_\_\_\_\_ Date \_\_\_\_\_

Dean

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

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"