

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 (Workshops, 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"