REQUEST FOR TRAVEL APPROVAL
Travel Outside Santa Barbara Area

Form Must Be Completed and Have All Approvals Before Booking or Traveling

NAME OF TRAVELER _____

DEPARTMENT _____

FUNDS TO BE USED 8 - _____ - _____ - 3 - _____ _____

Account Fund Object Code Cost Center

DESTINATION _____

DURATION (Dates of Trip) _____

PURPOSE OF TRIP/JUSTIFICATION _____

_____

ESTIMATED COSTS:

Transportation $ _____

Meals & Lodging $ _____

Per Diem *see below

Registration, etc. $ _____

Total $ _____

REQUESTED BY: _____ _____

Traveler Date

APPROVED BY: _____ _____

Fiscal Date

_____ _____

Supervisor Date

_____ _____

Director Date

**** All Out of State travel MUST be approved by Associate Vice Chancellor ****

NOTE: Please attach the original of this form to Request for Travel Advance, Travel Expense Voucher or Form 5 Check Request, whichever is submitted first to Travel Accounting.

All Original Itemized Receipts Must Be Submitted For Reimbursement

*Per diems are authorized for all foreign travel; travel within Alaska, Hawaii, and all U.S. possessions, and continental U.S. travel lasting more than 30 days. Do not complete for travel in the 48 continental U.S.; use Meals & Lodging.