## **REQUEST FOR TRAVEL APPROVAL / ADVANCE**

Trij	p #	

Travel on University Funds Outside Santa Barbara Area

Authorized for payment by:  Department Chair  Dean  EMPLOYEE DEVELOPMENT (Workshops, courses, seminars) (Staff Personnel Only)  Department MSO  NOTE: Copy of approval must accompany Request for Travel Advance, Travel Voucher, payment to travel agency, whichever is submitted first.  When submitting to Dean's office, please type in triplicate.	NAME	OF TRAVEL	ER:				
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:  Authorized for payment by:	EMAIL	. / PHONE #:					
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:  Authorized for payment by:	EMPL	OYEE ID #: _					
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:  Authorized for payment by:							
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5. ESTIMATED COST:  Airfare		,	• •				
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Airfare							
Airfare	5 ES	STIMATED CO	OST <sup>.</sup>				
Other Transportation - Per Diem - Other - Total - \$  REQUESTED BY:							
Per Diem							
Other Total - \$		•					
Total - \$							
REQUESTED BY:							
APPROVED BY:  Authorized for payment by:  Department Chair  Dean  EMPLOYEE DEVELOPMENT (Workshops, courses, seminars) (Staff Personnel Only)  Department MSO  NOTE: Copy of approval must accompany Request for Travel Advance, Travel Voucher, payment to travel agency, whichever is submitted first.  When submitting to Dean's office, please type in triplicate.		itai	¥				
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Dean  EMPLOYEE DEVELOPMENT (Workshops, courses, seminars) (Staff Personnel Only)  ———————————————————————————————————			Department Chair				
EMPLOYEE DEVELOPMENT (Workshops, courses, seminars) (Staff Personnel Only) (I			(	Date)			
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	payment t When sub This form			, or			
		omitting 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."							