

REQUEST FOR TRAVEL APPROVAL
Travel on University Funds Outside Santa Barbara Area

NAME OF TRAVELER _____

DEPARTMENT _____

1. FUNDS TO BE USED _____

2. DESTINATION _____

3. DURATION (Dates of Trip) _____

4. PURPOSE OF TRIP/JUSTIFICATION _____

5. ESTIMATED COST:

Transportation _____

Meals & Lodging _____

Per Diem* See below _____

Other _____

Total \$ _____

REQUESTED BY _____

APPROVED BY _____

Department Head

(Date)

Dean or Provost

(Date)

Chancellor

(Date)

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.

* 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.