

# REQUEST FOR TRAVEL APPROVAL

Travel on University Funds Outside Santa Barbara Area

NAME OF TRAVELER: \_\_\_\_\_ EMP.NO. \_\_\_\_\_

DEPARTMENT: INSTITUTE FOR POLYMERS & ORGANIC SOLIDS

1. FUNDS TO BE USED: \_\_\_\_\_

2. DESTINATION \_\_\_\_\_

3. DURATION:  / / TO / /  
(Dates of Trip)

4. PURPOSE OF TRIP/JUSTIFICATION \_\_\_\_\_

5. ESTIMATED COST:

Transportation: -  
Per Diem -  
Other -  
Total -

REQUESTED BY: \_\_\_\_\_ (Date)

Traveler

APPROVED BY: \_\_\_\_\_ (Date)

Department Head

\_\_\_\_\_ (Date)

Dean

\_\_\_\_\_ (Date)

Vice Chancellor

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