

**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

(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.