

**UNIVERSITY OF CALIFORNIA, SANTA BARBARA  
MATERIALS DEPARTMENT**

**DEPARTMENT TRAVEL APPROVAL FORM**

Name of Traveler: \_\_\_\_\_

Funds to be used: \_\_\_\_\_

Destination: \_\_\_\_\_

Dates of Trip: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

\_\_\_\_\_

**Estimated Cost:** This section must be completed to the best of your knowledge.

Transportation: \$ \_\_\_\_\_ (Airfare, or Car Mileage @ 58¢/mi.  
effective 1-1-19)

Lodging/Meals: \_\_\_\_\_

Other: \_\_\_\_\_ (Reg. Fee, Rental Car, etc.)

Total: \$ \_\_\_\_\_

Travel Advance(s)? \_\_\_\_\_ No \_\_\_\_\_ Yes      Total Travel Advance Needed \$ \_\_\_\_\_

**Date Needed** \_\_\_\_\_

**Signatures:**

\_\_\_\_\_  
Traveler

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor/Supervisor

\_\_\_\_\_  
Date

**Funding Approval:**

\_\_\_\_\_  
Dawn Holden, MSO

\_\_\_\_\_  
Date

**Department Approval:**

\_\_\_\_\_  
Michael Chabinyk, Chair

\_\_\_\_\_  
Date

**College of Engineering Approval:**

\_\_\_\_\_  
Dean, College of Engineering

\_\_\_\_\_  
Date