

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

DEPARTMENT TRAVEL APPROVAL FORM

Name of Traveler: _____

Funds to be Used: _____

Destination City: _____

Dates of Trip: _____ to _____

Business Purpose of Trip: _____

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

Airfare: \$ _____

Transportation: \$ _____
(rental car, taxi or car mileage @ 65.5¢/mile)

Lodging: \$ _____
(\$275 night maximum room rate*)

Parking: \$ _____

Registration: \$ _____

Other: \$ _____

Meals & Incidentals: \$ _____
(\$79 day maximum allowance*)

Total: \$ _____

Travel Advance Needed? No Yes Travel Advance Amount \$ _____

Signatures:

Traveler

Date

Advisor/Supervisor/Host

Date

Funding Approval:

Dawn Holden, MSO

Date

Department Approval:

Michael Chabinyk, Chair

Date

College of Engineering Approval (if needed):

Dean, College of Engineering

Date

*Allowable expenses for lodging and meals & incidentals varies in Alaska, Hawaii and internationally. Refer to Policy G-28 for more information.