

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

**DEPARTMENT TRAVEL PREAPPROVAL FORM**

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

Funds to be Used: \_\_\_\_\_

Dates of Trip: \_\_\_\_\_ to \_\_\_\_\_ Destination City: \_\_\_\_\_

Personal Time\*?    Yes    No    Dates of Personal Time: \_\_\_\_\_ to \_\_\_\_\_

Business Purpose of Trip: \_\_\_\_\_  
(Conference or Meeting Name)

Estimated Cost: Completed to the best of your knowledge.

Airfare: \$ \_\_\_\_\_

Transportation: \$ \_\_\_\_\_  
(rental car, taxi, car mileage)

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

Parking: \$ \_\_\_\_\_

Registration: \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_

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

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

Travel Advance Needed?

Travel Advance Amount:  
\$ \_\_\_\_\_

Signatures: \_\_\_\_\_  
Traveler

\_\_\_\_\_ Date

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

\_\_\_\_\_ Date

Funding Approval (Financial Manager) and Department Approval (MSO) Entered in Concur.

\*Taking personal time around business travel requires extra documentation for reimbursements.

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