



## Travel Advance Request (For UC employees and grad students only)

Name: \_\_\_\_\_ Project(s) to charge: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

Choose one:  Direct Deposit  Mail Check

Address: \_\_\_\_\_

**An address is required** even if you choose direct deposit. A check will be mailed in the event direct deposit is not available.

Destination: \_\_\_\_\_ Dates of trip: \_\_\_\_\_ to \_\_\_\_\_

Note: If dates of travel are over 30 days, please contact your Grants Manager to discuss long-term travel requirements.

Purpose of trip: \_\_\_\_\_

### Anticipated Expenses

Airfare: ..... \$ _____	Lodging: ..... \$ _____	Taxi: ..... \$ _____
Rental Car: ..... \$ _____	Parking: ..... \$ _____	Gas: ..... \$ _____
Shuttle / Airbus: .. \$ _____	Registration: ..... \$ _____	Other: ..... \$ _____

If other, please explain: \_\_\_\_\_

Mileage (personal car only): \_\_\_\_\_ x<sup>6</sup> \$0.56/ mile = \$ \_\_\_\_\_  
(No. of miles) (mileage rate subject to change)

Food : ..... \$ \_\_\_\_\_ (Up to \$62/day for domestic travel, please contact your Grants Manager for foreign rates)

**NEEDED BY\*:** ..... **TOTAL AMOUNT REQUESTED: .... \$** \_\_\_\_\_  
(Allow at least **FIVE (5)** working days for processing) (If unknown, leave blank and ISBER will calculate)

**ONLY ONE TRAVEL ADVANCE MAY BE ISSUED PER TRIP.**

\*\*\*Be sure to save **ALL** of your receipts! Appropriate receipts and a travel worksheet are required at the end of your trip to clear out **this travel advance**.  
 ADVANCES CANNOT BE ISSUED MORE THAN 30 DAYS PRIOR TO THE BEGINNING OF YOUR TRIP.

I understand that I must submit the appropriate receipts to clear this travel advance no longer than 10 days after this trip is completed. Failure to do so could lead to no further travel advances being issued to me. If the trip dates for this advance change I will let ISBER know as soon as possible.

SIGNATURE: \_\_\_\_\_

AUTHORIZED BY: \_\_\_\_\_



**I have signed up for Travel Accident Insurance.**

\*Mandatory if traveling outside of California.

<http://www.ucop.edu/riskmgmt/uctrips/>