

Event# _____

(Assigned by Admin. Asst.)

Pre_Travel_Approval_Request

**Guidelines & Procedures can be found on CER's web site at "CER.UCSD.EDU"
If using Personal Car-Read "PRIVATE AUTOMOBILE" Guidelines Section
****Reimbursements * CANNOT * be done until travel is complete**check with
travel admin for pre-payment options** 3 week prior to travel date**

Please fill in all requested information prior to submission. This will ensure compliance with Fed Govt. & UCSD audit procedures. **Complete Travel Insurance form at:** <http://www.uctravel.org> Click on "UC Traveler Insurance"; fill out the form; and save changes. **Print the form.** This provides the employee with confirmation of coverage and information to use in an emergency while traveling out-of-state and abroad. **(This is your responsibility).**

PI approval / Project # & Travel Insurance form are required before trip # will be issued. Forward signed form to administrative assistant.

Check if you are a GSR _____ & complete the Student Certification form & submit

Name _____ If not a US Citizen: **Visa Type** _____

Date of Departure: _____ Date of Return _____

Destination(s) _____ Travel Ins. Form completed _____

Purpose _____

Estimated Costs: Airfare _____

Other Transportation _____ Train _____

Hotel Accommodations: \$ _____ /day @ _____ Days (No more than \$275)

Meals (\$62/day Max) _____

Registration _____

Total Estimated cost \$ _____

Project # to be charged _____ **(NOTE)** some awards have different policies and may require all receipts check with your PI / fund manager before travel.

Pre-Payment needed, if YES check Air _____ Registration _____ Hotel _____

Airfare charged to University? (Balboa Travel, Travel card) _____

Phone: _____ E-mail _____

P. I. APPROVAL: Signature _____ Date _____

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