

Travel Advance Request
Institute for Energy Efficiency

Warning - Advances not cleared within 120 days will be included as additional wages in the first payroll period following the end of the 120-day period.

Name: _____ UC ID # _____

UCSB employee? Yes No Account to Charge _____

E-mail: _____

If traveling out-of-state or foreign, registration of travel at www.uctrips-insurance.org is required.

Have you registered? Yes No N/A, In-state travel

• **Purpose(s)** and **Destination(s)** of trip: _____

• **Estimated dates** of trip: Begin Date: _____ End Date: _____

• **Anticipated Expenses:**

Airfare: \$ _____ Taxi: \$ _____ Rental car: \$ _____

Mileage (personal car only): _____ x \$0.58 per mile (as of 1/1/19) = \$ _____
(# of miles) (total amount)

Parking: \$ _____ Gas: \$ _____ Shuttle/Airbus: \$ _____

Abstract: \$ _____ Registration : \$ _____ Hotel: \$ _____

**As of 11/15/17 Lodging cap of \$275/night (excluding taxes and fees)

Food or Per Diem: \$ _____ (# of days x \$62 domestic/see web for foreign. Note: reimbursement will be for actual costs up to per diem limit per campus policy)

Other: \$ _____

• **TOTAL AMOUNT REQUESTED:** \$ _____ **DATE NEEDED:** _____

If not on campus, address to mail advance: _____

Travelers Signature: _____

Approval Signature: _____

Please allow at least 10 working days for processing.

*Travel advances cannot be issued more than 30 days prior to the beginning of your trip unless costs have been incurred. If you have already incurred costs for any items listed above, please attach the related proof of payment.

**Please save all receipts for submittal with a Travel Voucher Worksheet upon completion of travel. The Travel Voucher Worksheet is required to clear the Travel Advance. Travel voucher worksheet must be submitted within 45 days of end of trip