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