◯ UCSB Employee

◯ Other UC Employee

◯ Guest Traveler

msi Marine Science Institute

Request for Travel Advance

First Name | Middle Name | Last Name

(list your name exactly as it appears on your ID or Passport)

Email | Phone Number | Department

MAILING ADDRESS

Address (*number, street, and apt. or suite no*)

City, State, and ZIP Code

1. Project to Charge* | 2. Destination | 3. Duration (*dates of trip*)

4. Purpose of Trip/Justification

ESTIMATED COST

5. Transportation | 6. Lodging | 7. Registration Fee | 8. Other | 5. Total

☐ I am requesting a travel advance to be processed and disbursed to me. I understand that this advance is non-transferable. If the trip is cancelled for any reason, I am responsible for returning the funds.

☐ I understand that I must account for the total amount of all expenses and advances by providing itemized receipts and submitting a travel expense report within 21 days of completion of the trip.

- If the amount advanced is less than the expenses entered on the travel expense report, the traveler will be paid the difference.
- If the advance exceeds the reimbursable expenses, the traveler must write a check payable to UC Regents for the excess.
- The traveler must submit a travel expense report even if he or she is not owed any additional reimbursement.

☐ I have signed up for TRAVEL ACCIDENT INSURANCE. Mandatory if traveling outside of California.
Registering UC Travel Insurance

Requests for advance must be submitted at least 15 business days BEFORE travel commences. For travel scheduled more than 30 days in advance, receipts for travel- related expenses must be provided.

Traveler's Signature | Date

Principal Investigator's Signature | Date

* *Mandatory field*