

Guest ID



## 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 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*