



Pre Travel Approval Request - Non-UCSD Staff

Please read travel guidelines & procedures located on CASS's web site at:

<https://cass.ucsd.edu/index.php/resources:Travelforms>

- Travel reimbursements will not be processed until travel is completed.
- Please fill in all requested information prior to submission.
(This ensures compliance with standard federal government & UC San Diego audit procedures.)

PI approval / Index are required before issuing a trip number.

Estimated total cost of trip expenses \$: _____

Index # or Project to be charged: _____

Name [first (given) middle & last (surname)]: _____

Country of Citizenship & Visa Type: _____

Passport#: _____ Date of Birth: _____

Address: _____

Phone: _____ email: _____

Date of Departure: _____ Date of Return: _____

Travel Origin: _____

Travel Destination(s): _____

Business Purpose: _____

Estimated Costs: Airfare: _____

Lodging: _____

Other Transportation: _____

Meals (\$62/day Max domestic): _____

Registration: _____

PI Approval: _____

Signature

Date

We request all itemized receipts when possible for compliance w/ federal & various sponsored project agency guidelines.

Please submit the form to Gwen or Dana for processing.