REQUEST FOR TRAVEL APPROVAL
Travel on University Funds Outside Santa Barbara Area
(to be filled before travels)

Type of Travel:
☐ Conference Presentation
☐ Graduate School Visitation (if admitted only):  ☐ Interview  ☐ Visitation Day

NAME OF TRAVELER ____________________________________________________________

DEPARTMENT ________________________________________________________________

1. DESTINATION _____________________________________________________________

2. DURATION (Dates of Trip) __________________________________________________

3. PURPOSE OF TRIP/JUSTIFICATION ____________________________________________

____________________________________________________________________________

4. ESTIMATED COST:

Transportation ________________________________________________________________

Meals & Lodging ______________________________________________________________

Other ________________________________________________________________

Total $____________________

REQUESTED BY _____________________________________________________________

Student Signature ___________________ Date ___________________

APPROVED BY _________________________________________________________________

Director/Assistant Director ___________________ Date ___________________

Last Updated: 01/05/2018