



Pre Travel Approval Request - UCSD Staff

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

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

- Enroll in UC Travel Insurance at: <https://www.ucop.edu/risk-services-travel/index.html>
- Register for a new trip: <https://ehs.ucop.edu/away>
- Travel reimbursements will not be processed until travel is completed.
- Be sure to check with CASS business office for prepayment options three weeks prior to travel if

PI Approval of Project/Index & Travel Insurance form are required before issuing a trip #

Please fill in all requested information prior to submission.

(This ensures compliance with standard federal government & UC San Diego audit procedures.)

Estimated total cost of trip expenses \$: _____

Index # or Project to be charged: _____

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

Employee ID: _____ 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.