



## 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.