

Travel Advance Request Instructions

Bren School of Environmental Science & Management

Travel advances are available for individuals who are not able to use a personal credit card or are not eligible for a UCSB Corporate travel Card.

Procedure:

Travel advance requests must be received by the Bren Travel Coordinator at least 2 weeks prior to the advance being needed and can be submitted as early as 4 weeks before the start of the trip.

To submit a travel advance request the form should be completed, saved to the submitter's computer and emailed to travel@bren.ucsb.edu. This email should also include any documentation of travel grants or awards being used to fund the trip.

A travel advance check will be mailed to the address provided on the Travel Advance Request form or direct deposited if direct deposit has been established.

Clearing Travel Advances:

All travelers on University business must submit original receipts upon completion of travel. Any remaining unused funds from the advance should be returned to UCSB by personal check made out to "UC Regents". If the cost of travel exceeded the travel advance a reimbursement for the difference will be issued to the traveler.

Travel advances not substantiated with original receipts within 120 days after completion of travel will be submitted to the Internal Revenue Service as compensation.

Additional travel advances will not be issued until all outstanding advances have been cleared.



Travel Advance Request

Bren School of Environmental Science & Management

Name: _____

UCSB Employee? YES NO Employed at other UC Campus? YES NO

Telephone extension: _____ Email _____

Account to Charge: _____

Purpose(s) and Destination(s) of trip:

Estimated dates of trip: _____

Date advance needed: _____

Anticipated Expenses:

Airfare \$ _____ Taxi \$ _____ Rental Car \$ _____

Mileage: \$ _____ Parking: \$ _____ Food per diem (# of days) _____

Registration: \$ _____ Other: \$ _____

Address to mail advance to: _____

For department use only: Project Code _____

Account/fund/sub _____

Prior approval required _____

Traveler's Signature/Date