

Event# _____

(Assigned by Admin. Asst.)

Pre-Travel Approval Request

- Guidelines can be found on CER's web site at cer.ucsd.edu/resources/for-staff.html
- If using Personal Car, read "Private Automobile" guidelines section
- Reimbursements CANNOT be done until travel is complete, check with travel admin for pre-payment options 3 week prior to travel date
- **Please fill in all requested information prior to submission.** This will insure compliance with Fed Govt. & UCSD audit procedures.
- **Complete Travel Insurance form at:** <https://ehs.ucop.edu/away/#/>. **This is your responsibility.** Fill out all relevant fields, save changes, and print the form. This provides the employee with confirmation of coverage and information to use in an emergency while traveling out-of-state and abroad.
- **PI approval / Index & Travel Insurance form are required** before trip # will be issued. Forward signed form to administrative assistant.

Check if you are a GSR _____ . Complete & submit the [Student Certification form.](#)

Name: _____ If not a US Citizen: Visa Type _____

Date of Departure: _____ Date of Return: _____

Destination(s): _____ Travel Ins. Form completed _____

Purpose _____

Estimated Costs: Airfare _____

Other Transportation _____ Train _____

Hotel Accommodations: \$ _____ /day @ _____ Days _____

Meals (\$71/day Max) _____

Registration _____

Total Estimated cost \$ _____

Index # to be charged _____ **(NOTE)** [some awards have different policies and may require all receipts check with your PI / fund manager before travel.](#)

Pre-Payment needed, if YES check Air _____ Registration _____ Hotel _____

Airfare charged to University? (Balboa Travel, Travel card) _____

Phone: _____ E-mail _____

P. I. APPROVAL: Signature _____ Date _____