



Pre Travel Approval Request - Non UCSD STAFF

Guidelines & Procedures are located on CER’s web site at:
<http://cer.ucsd.edu/resources/for-staff.html#Travel>

Reimbursements CANNOT be completed until travel is completed.

Please fill in all requested information prior to submission. This will insure compliance with Fed Govt. & UCSD audit procedures.

PI approval / Project & Travel Insurance form are required before trip # will be issued. Forward signed form to CER business operations.

Name (first middle & last): _____

SSN: _____ non US Citizen: Visa Type _____

Address: _____

Phone: _____

Date of Departure: _____ Date of Return: _____

Travel Origin: _____

Travel Destination(s): _____

Purpose: _____

Estimated Costs: Airfare _____
Other Transportation _____
Lodging (\$275.00/day max) _____
Meals (\$62/day Max) _____
Registration _____

Total Estimated cost \$ _____

Project # to be charged _____

NOTE: Depending on your reimbursement source, we may require all receipts check with your host before travel.

P. I. APPROVAL: Signature _____ Date _____