



**UNIVERSITY OF CALIFORNIA, SANTA BARBARA**  
**SOLID STATE LIGHTING AND ENERGY CENTER**

**TRAVEL APPROVAL FORM**

**FUND:**

**GENERAL INFO**

<b>Name of Traveler:</b>		
<b>Destination(s):</b>		
<b>Lodging/Meals Per Diem:</b>	/	
<b>Business Purpose of Trip:</b>		
<b>Dates of Trip:</b>	<b>Expected Begin Date:</b>	<b>Expected Return Date:</b>
<b>Personal Time:</b>	<b>From:</b>	<b>To:</b>

**Check Here to Confirm Flight Comparison if you'll have Personal Time**

	ESTIMATE	ADVANCE
<b>Transportation:</b> (Car mileage, airfare, etc.)		
<b>Lodging:</b>		
<b>Meals:</b>		X
<b>Other:</b> (Reg. fee, etc.)		
<b>Total Estimated Cost:</b>		

<b>Travel Advance:</b>	
<b>Date Needed by:</b>	
<b>Total Advance Amount:</b>	

**SIGNATURES**

**DATE**

<b>Traveler:</b>		
<b>PI Approval:</b>		
<b>Funding Approval:</b> Financial Manager		
<b>Department Approval:</b> Chair		
<b>College of Engineering Approval:</b>	Not required	