

**UNIVERSITY OF CALIFORNIA, SANTA BARBARA  
MATERIALS DEPARTMENT**

**DEPARTMENT TRAVEL APPROVAL FORM**

*Name of Traveler:* \_\_\_\_\_

*Funds to be used:* \_\_\_\_\_

*Destination:* \_\_\_\_\_

*Dates of Trip:* \_\_\_\_\_

*Purpose of Trip:* \_\_\_\_\_

*Estimated Cost: This section must be completed to the best of your knowledge.*

Transportation:        \$ \_\_\_\_\_                      (Airfare or Car Mileage @54.5¢/mi.)

Lodging/Meals:        \$ \_\_\_\_\_

Other:                    \$ \_\_\_\_\_                      (Reg. Fee, Rental Car, etc.)

Total:                    \$ \_\_\_\_\_

Travel Advance(s)?    \_\_\_ No    \_\_\_ Yes

Total Travel Advance Needed \$ \_\_\_\_\_

Date Needed \_\_\_\_\_

**Signatures:**

\_\_\_\_\_  
Traveler

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor/Supervisor

\_\_\_\_\_  
Date

**Funding Approval:**

\_\_\_\_\_  
Dawn Holden (MSO)

\_\_\_\_\_  
Date

**Department Approval:**

\_\_\_\_\_  
Michael Chabinye, Chair

\_\_\_\_\_  
Date

**College of Engineering Approval:**

\_\_\_\_\_  
Dean, College of Engineering

\_\_\_\_\_  
Date