

GGSE TRAVEL ADVANCE WORKSHEET

FAILURE TO PROVIDE COMPLETE INFORMATION & DOCUMENTATION WILL DELAY YOUR REQUEST

EVERYONE MUST COMPLETE THIS SECTION:

CCOA : _____

Traveler's Legal Name: _____

Employee ID/Perm#: _____ Email Address: _____

Address: _____

StreetCityStateZip

UC Employee: ☐ YES ☐ NO Department: _____

UC Student: ☐ YES ☐ NO US Citizen: ☐ YES ☐ NO

You may request a travel advance reimbursement for pre-paid expenses such as airfare, registration and/or lodging.

Please mark the expense you are requesting an advance on:

Airfare: \$ _____ Registration: \$ _____ Lodging: \$ _____

Destination and purpose of trip: _____

Expected begin date: _____ Expected Return Date: _____

Will other expenses be submitted upon completion of travel: ☐ YES ☐ NO

SIGNATURE (Required for reimbursement)
I certify that the above is a true statement, that the expenses claimed were incurred by me on official University business on the dates shown, and that I have attached original receipts for each expense as required by University policy.

Payee's Signature

Date

Authorizing Signature (If different than payee)

Date