

## Request For Travel Advance For Non-UCSF Employees

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I would like to request a Travel Advance for:

Name of non-UCSF employee: \_\_\_\_\_

Travel Dates (From – To): \_\_\_\_\_

Estimated amount of airfare: \_\_\_\_\_

Estimated amount of local transportation (\$ times # of days): \_\_\_\_\_

Estimated amount of hotel cost: \_\_\_\_\_

Reason & purpose of the travel advance:

I take full responsibility to ensure a Travel Expense Voucher (TEV) is submitted no later than two weeks after the travel end date.

If the TEV is not submitted to you, I authorize you to charge my department for this amount.

ACCT \_\_\_\_\_ Fund \_\_\_\_\_ Dept ID \_\_\_\_\_

Project \_\_\_\_\_ Activity Period \_\_\_\_\_ Function \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Authorized person

\_\_\_\_\_  
Print department name

\_\_\_\_\_  
Approved by: Supply Chain Management Executive Director of Financial  
Operations and Systems or Financial Operations Manager