

ITST
Institute for Terahertz Science and Technology
TRAVEL ADVANCE APPROVAL FORM

PERSONAL INFORMATION:

Name: _____ Employee ID number: _____
Phone # _____ Email: _____
City of Residence: _____

Address for mailing check if not ITST: _____

Circle appropriate answer:

UCSB Employee: Yes No
US Citizen: Yes No (if no, please indicate VISA Type and Expiration Date)
Reimbursement from Non-UC Source: Yes No (if yes, please indicate source)

Purpose of Trip: _____
Destination: _____
Date of Departure: _____ Date of Return: _____

Requesting Advance payment for:

Airfare: \$ _____ (attach copy of invoice/itinerary)
Conference Registration: \$ _____ (attach copy of invoice/itinerary)

(ALSO.....attach copy of your Credit Card invoice showing the date due, showing the above charges)

Any other information:

Approved by: _____ Account to be charged: _____

SIGNATURE: _____ Date: _____