Sacramento State
Domestic Travel Expense Justification/Request
for Academic Affairs Colleges, Divisions & Programs

In-state or out-of-state travel funded by a University fund or UEI or UFSS account

1. TRAVELER INFORMATION - Route for approvals PRIOR to travel start date and before entering a University travel requisition.

Name _____ EID# _____

Phone# _____ Email _____ Department _____

Mailing Address _____

2. TRIP INFORMATION

☐ In-State ☐ University Fund # _____ $ _____ ☐ Other Source $ _____

☐ Out-of-State ☐ UEI/UFSS Account # _____ $ _____ ☐ Unfunded $ _____

Departure Date _____ Return Date _____ Estimated Cost $ _____

Destination _____

Trip Type: ☐ Conference ☐ Research ☐ Other _____

General Purpose of Travel - include accommodations for class coverage, your role and why it is mission critical, and attach supporting documents.

Lodging Rate Exception - complete if travel is funded by the University and pre-tax rate is in excess of $275 per night maximum

☐ Conference hotel rate per night is $ _____

3. REVIEWS/APPROVALS

DEPARTMENT REVIEW (as needed)

Department

Print/Type Name	Signature	Date

Program Center/College

Print/Type Name	Signature	Date

UEI/UFSS Approval (if travel costs paid by a UEI or UFSS account)

Print/Type Name (PI or Project Director)	Signature	Date
Print/Type Name (Account Administrator)	Signature	Date

Provost Approval

In-State Travel

Print/Type Name	Signature	Date

Out-of-State and ALL Domestic Travel for AVP's

Print/Type Name	Signature	Date