

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 Out-of-State University Fund _____ OR UEI/UFSS Account _____

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
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Program Center/College

Print/Type Name	Signature	Date
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UEI/UFSS

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

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

In-State Travel

Print/Type Name	Signature	Date
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Out-of-State and ALL Domestic Travel for AVP's

Print/Type Name	Signature	Date
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