

Sacramento State
Domestic Essential Travel Expense Justification/Request
for Academic Affairs Colleges, Divisions, & Programs
In-state or out-of-state travel funded by a UFSS account

1. TRAVELER INFORMATION – Route for approvals PRIOR to travel start date.

Name **EID #**
Phone # **Email** **Department**
Mailing Address

2. TRIP INFORMATION

In-State	UFSS Account #	\$	Other Source	\$
Out-of-State	UFSS Account #	\$	Unfunded	\$

Departure Date **Return Date**

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.

Expense Summary	\$	\$	\$	\$	\$	\$
<i>please estimate</i>	AIRFARE	TRANSPORTATION	LODGING	MEALS	OTHER	TOTAL

4. REVIEWS/APPROVALS

DEPARTMENT REVIEW (as needed)

Department	Print/Type Name	Signature	Date
Program Center/College			
	Print/Type Name	Signature	Date
Provost Approval	Print/Type Name	Signature	Date