



Travel & Training Development Pre-approval Form

Complete this form **PRIOR** to reserving any travel, training, seminars, workshops, conferences, etc.

1. Employee completes form, attaches all relevant documentation, and forwards to supervisor.
2. Supervisor adds a funding source, approves by signature, and forwards to department head.
3. Department head signs and if required for out of state travel or if traveler is a VC direct report, forwards to VC office, attention David Ott (ottd@uci.edu). Allow 5 business days for response.
4. The employee should attach the approved documentation to their Travel and Event Management (TEM) reimbursement request.

EMPLOYEE INFORMATION

Name:

Department:

Relevance to Job: *Required to fulfill responsibilities of position.
Beneficial to employee for job enhancement or enrichment.*

How will experience/information be applied?

EVENT INFORMATION

In State Out of State

Title:

Location:

Description:

Start Date:

End Date:

ESTIMATED COSTS

Airfare:

Lodging:

Registration:

Ground
Transportation:

Incidentals:

Total:

FUNDING SOURCE

Account:

APPROVALS

Supervisor: _____ Date: _____

Department Head: _____ Date: _____

If applicable: (for out of state travel or if traveler is a VC direct report)

CFO & Vice Chancellor/Designee: _____ Date: _____