Library Travel/Training Funding Request

Submit Completed Form Via Email to Business_and_Finance@AD.UCSD.EDU

Traveler Information

Name   Date

Program

Travel / Training Information

Trip Description

Purpose of Trip

Destination

Departure/Beginning Date: Arrival/End Date:

Estimated Cost:

Airfare   Ground Transportation

Round Trip Miles

@$0.54 per mile   Registration
As of Jan. 1, 2016

Lodging   Registration Due Date

Meals   Other
                                                             (*Please specify in comments*)

                                                             Total Estimated Cost:

Funding Approval

Index Number   Additional Index

Index Number Total   Additional Index Total

Home Program Director Signature

Funding Approval Signature (required for training or non-PD funds)

AUL Signature (required for admin funds or training fund requests greater than $1,000)

Additional Program Director Signature (required for individuals with split assignments)

Please note: Please review available index(s) balances before obtaining funding approval. This is to ensure that the index(s) has sufficient balances to cover expected cost. Additional funding information can be found on LiSN at Policies Regarding Funding for Administrative Travel, Career and Professional Development, and Training

Comments