



**REQUEST FOR PRE-APPROVAL OF OUT-OF-STATE TRAVEL
FOR DEPARTMENTS**

DATE: _____

You must complete and submit this form and the request must be approved BEFORE travel arrangements are made (see instructions on page 2).

Department Name: <u>Agriculture & Natural Resources (ANR)</u>	Division Name: <u>Academic Affairs</u>	
Preparer Name: _____	Phone #: 510-987- _____	Email: _____

Traveler's Name: _____	Estimated Air or Train Fare: \$ _____
Destination: _____	Estimated Meals and Lodging: \$ _____
Dates: _____	Estimated Car Rental: \$ _____
<i>*Attach invitation or meeting/conference agenda.</i>	Estimated Mileage: \$ _____
Source of Funding: FAU: _____ %	Estimated Other Expenses: \$ _____
FAU: _____ %	Conference or Training Fees: \$ _____
<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	ESTIMATED TOTAL COST: \$ _____

Justification of Critical-Need Travel:

TO TRAVELER _____ Date: _____

Signature: _____ Date: _____

TO SUPERVISOR _____ Date: _____

Signature: _____ Date: _____

ANR BUDGET OFFICE REVIEWER: _____ Date: _____

Funding Capacity: Department Has Sufficient Capacity Unrestricted Funding

Comments/Explanation: _____ Restricted Funding

Signature: _____ Date: _____

Donna Jones, ANR Budget Director

TO DEPARTMENT OR DIVISION HEAD _____ Date: _____

Signature: _____ Date: _____

OP BUDGET OFFICE REVIEWER: _____ Date: _____

Funding Capacity: Department Has Sufficient Capacity Unrestricted Funding

Comments/Explanation: _____ Restricted Funding

Signature: _____ Date: _____

Michael Rancer, Director of OP Budget

Distribution: Preparer (pdf copy), Budget Director Jones (pdf copy), EVP Lapp (pdf copy to Howard); AVP-AS Taber (original)



**INSTRUCTIONS FOR
PRE-APPROVAL of OUT-OF-STATE TRAVEL for DEPARTMENTS
UNIVERSITY OF CALIFORNIA
AGRICULTURE AND NATURAL RESOURCES – OAKLAND ADMINISTRATION**



General Information

- All Oakland ANR staff must use this form to request pre-approval of all out-of-state travel for departments. Pre-approval must be secured before travel arrangements are made, unless under extraordinary or emergency circumstances.
- This form should include the expenses only of a single individual (e.g., it is issued on a per-person basis). If travel costs are being shared with other ANR personnel (for example, if a hotel room is occupied by two ANR staffers, etc.), divide the cost and use the per-person rate in the cost estimate.
- Once submitted, the preparer is responsible to monitor the progress of the form to ensure timely pre-approval.

Form Processing Procedure

1. The Preparer completes the form in its entirety, forwards to Traveler for approval.
2. Traveler signs and forwards to Supervisor for approval.
3. Supervisor signs and forwards to Jones who signs as ANR Budget Director.
4. Jones forwards to Taber who signs as Department Head.
5. Taber forwards via email (opbud.appreq@ucop.edu) to Rancer who signs as OP Budget Director.
7. Rancer returns to Preparer via inter-office mail or hand delivery.
8. Preparer gives signed form to AVP-AS Taber's office, where it is distributed as follows:
 - a. PDF copy to Preparer.
 - b. PDF copy to Budget Director Jones's office.
 - c. PDF copy to OP Executive Secretary Rachael Howard (in EVP Lapp's office).
 - d. Original to AVP-AS Taber's office.
9. Preparer may proceed to make travel arrangements. Include a copy of signed pre-approval form with reimbursement request.