University of California
Agriculture and Natural Resources | Business Operations Center

REQUEST FOR PREPAYMENT OF TRAVEL EXPENSE

This form is to be used when requesting an advanced payment to prepay a vendor for a travel or entertainment expense. An official receipt or registration form from the vendor must be attached to this form. Advances must be cleared after the event has taken place and will be imported as a pre-trip payment in the MyTravel System.

Today's Date:

Name of Traveler: ☐ Employee ☐ Non Employee

Request to pay: Vendor (hotel, conference organizer, etc.)

Payable to:

Type of Advance: ☐ Conference Registration ☐ Airline Ticket

☐ Lodging ☐ Other (Please specify:)

Name of Trip:

Date of Travel Start: End:

Destination:

☐ In State ☐ Out of State ☐ Foreign

County Name:

Account # Prepayment Amount:

Account # Prepayment Amount:

Business Purpose of Travel:

APPROVALS:

County Director Signature: _____ Date

Director, Business Operations Center: _____ Date

_____ *(Signature by Chris Greer required for foreign travel)*

Name of Preparer: Phone #:

Email Address:

Scan and send request with supporting documentation to the Business Operations Center - Kearney