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.

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