

REQUEST FOR PREPAYMENT OF TRAVEL EXPENSE

BUSINESS OPERATIONS CENTER

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 organ Payable to:	nizer, etc.)	
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	<u> </u>		
Director, Business Oper	rations Center:		Date
	(A	dditional signture required for foreign trave	Date
Name of Preparer:		Phone #:	

Email request - with supporting documentation - to bocsupport@ucanr.edu

Email Address: