

TRAVEL PRE-APPROVAL FORM

Date:	Traveler Name (As on Government-issued ID)	Booking for self (LHS Staff) Booking for other LHS Staff Booking for UCB Guest/Non-Staff Booking for Group
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If booking for other individuals, list traveler name(s) and affiliation:

Business Reason for Trip. Note: If attending a Conference, please list conference attending:

Date(s) of Business Trip:	Destination(s):
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Chart of Accounts: NOTE: Only your business-related airfare can be directly charged (i.e., directly billed) to the university. You can charge your airfare directly to the university by using the Direct Bill process and booking through ConnexUC.

BU	Account	Fund	Dept ID	Program	Chartfield 1	Chartfield 2	Approx Total
1							
1							

Approvals:

Requestor Name:	Requestor Signature:	Date:
PI/PD Approver Name:	PI/PD Approver Signature:	Date:
Financial Analyst Name:	Financial Analyst Signature:	Date:

Lawrence Hall of Science Travel Policies

- If taking personal time simply involves arriving earlier and/or staying longer at the destination at which the business travel occurred, then it is still allowable and recommended to use [ConnexUC and Direct Bill](#). However, if the traveler adds additional locations to the flight itinerary that are for personal purposes, then the airline ticket can not be purchased using Direct Bill. NOTE: Before taking your trip, you must obtain a comparable airfare using the dates you would have traveled if strictly on business.
- Economy-class, nonrefundable/nontransferable tickets only. If possible, to obtain the lowest fare, book and purchase tickets at least a month BEFORE your actual travel date.
- Note:** Traveler is responsible for paying any incremental fees due to ticket upgrades over the normal economy class fare. After the ticket is purchased, any ticket changes or upgrades will be paid by traveler.
- To reimburse other travel expenses (baggage fee, taxi/shuttle/train, meals in transit, etc.), keep all itemized receipts. Upon your return from your trip, complete and sign the LHS Travel Reimbursement Request Form
- If paying for your own airfare, remember to [register](#) you trip. Trip registration is required for university-related international travel. If booking via ConnexUC, you are automatically registered.
- Note:** UC Berkeley credit cards cannot be used to purchase lodging for UC Berkeley employees

I acknowledge that I have read the above LHS Travel Policies