



### TRAVEL ADVANCE REQUEST FORM



**Note: Advances must be requested at least two weeks before the trip start date**

Traveler's Name:	Social Security Number:
Traveler's Organization:	Visa Type (if not U.S. Citizen):*
Is the Traveler a UC Employee:	Email Address and Phone Number:

**EVENT INFORMATION: (Complete All)**

Destination:	Estimated Total Cost of the entire event: \$
Event Start Date:	End Date:
Purpose of the Event:	

**AIRFARE CAN BE BILLED TO UCSD BY BALBOA TRAVEL. AN EVENT NUMBER WILL BE ASSIGNED FOR YOUR TRIP.  
BALBOA TRAVEL NEEDS THE EVENT NUMBER TO BOOK THE FLIGHT.**

**CASH ADVANCE**

Amount of Advance:     \$

Is the advance for :

Meals                       Hotel                       Registration

Ground Transportation-Rental Car, taxis

Make Check Payable To:

**PREPAYMENT**

<input type="checkbox"/> Hotel Advance	<input type="checkbox"/> Registration advance
Hotel's Federal Employer Identification Number:	Organization's Federal Employer Identification Number:
Make Check Payable To: (Vendor Name and Address)	Make Check Payable To: (Vendor Name and Address)
Amount of Payment:     \$	Amount of Payment:     \$

**\*\*Attach registration materials if you want to**

**If paying for any other student organization members, please provide a list of those persons of this Advance form.**

SPBO Use Only:	Hotel Document No:	Reg Document No:
	Advance Document No:	

