

### Travel Advance Request

Name (First, Middle, Last): \_\_\_\_\_

Student I.D.: \_\_\_\_\_

Project Title: \_\_\_\_\_

Destination: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Returning Date: \_\_\_\_\_

Returning Time: \_\_\_\_\_

Purpose:

Notes:

- (i) A \$60.00 travel insurance fee will be assessed for all students traveling internationally. This will be automatically deducted from your available funds.
- (ii) If the student is not employed by California State University, Fresno (i.e. does not receive a paycheck from the university) then a volunteer employee form must be filled out before any travel can be arranged – available from the physics department secretary.
- (iii) Travel arrangements
  1. Due to contractual agreements, all airfare arrangements must be submitted to the travel department prior to purchase - this can be done through the department secretary. A suggested itinerary and price will be available within 1-2 days. Students are encouraged to pursue less expensive itineraries after a submission and if purchase through the travel department has not been made.
  2. Departures from and to Fresno must be made within 3 days of June 5 and August 15, respectively. There will be **no exceptions** without prior approval. These dates are necessary to ensure sufficient time for project completion and attendance of the summer student lectures (minimum of 10 weeks) while satisfying university guidelines.
- (iv) Travel receipts should be maintained during the course of the stay. Upon completion of travel, itemized receipts should be submitted to the department secretary no later than September 1.