



# UCR Physics Information Sheet

Concerning travel, cash advance, check request

Please print, fill out and return to:

Travel Desk  
Physics Department  
University of California, Riverside  
Riverside, CA 92521

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Your email address: \_\_\_\_\_

Your FAX number: \_\_\_\_\_

What you are requesting: (please check)  Check Request  Cash Advance  Wire Transfer  Intercampus Recharge

## Information needed to process your request:

### For Check Request:

Purpose of expense (restaurant, purchase): \_\_\_\_\_

For meals at restaurants, who was in attendance? Remember there is a limit of \$40.00 per person (including tax and tip). **NOTE: Alcoholic beverages canNOT be re-imbursed.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of the vendor or restaurant: \_\_\_\_\_

Date of the event or purchase: \_\_\_\_\_

**VERY IMPORTANT** - What account to be charged: \_\_\_\_\_

Your Social Security # or Employee ID #: \_\_\_\_\_

### For Cash Advance:

Date you need the money \_\_\_\_\_ If applicable why before 5 days lead time? \_\_\_\_\_

Traveler's Social Security #: \_\_\_\_\_

Advance needed for:  Air  Hotel  Registration  Cash  Other

Purpose of travel: \_\_\_\_\_

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

Inclusive dates (approx.): \_\_\_\_\_

Amount requested: \_\_\_\_\_

Account to be charged: \_\_\_\_\_