

INTERCAMPUS EXCHANGE PROGRAM
Faculty/GSR Application

Date: _____

TO: Department Fund Manager

FROM: _____ TITLE _____

I request approval for Intercampus Exchange Travel Funds to travel to U.C. _____,
for research on (project) _____
and/or to meet with colleague(s): _____.

Dates to travel are:

Leave San Diego _____

Return to San Diego _____

Travel will be by _____air/ _____train/ _____*car/ _____other (specify:_____).

Amount requested is \$_____. (NOTE: Please obtain lowest airfare quote from travel agency/internet. Maximum allowable is actual cost of airfare only not to exceed \$250.00 (no service/change/insurance/baggage fees, subsistence, taxis, parking fees, etc. will be approved).

*Car travel to UC campuses will be reimbursed for mileage up to equivalent airfare.

applicant signature

Date

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*If you propose to travel by car, please provide the following information:

Year and Make of Car _____ License Plate # _____