

Southern California Institute for Research & Education

Mail Code 09-151
5901 East Seventh Street
Long Beach, CA 90822

REQUEST FOR TRAVEL FUNDS

This form to be used prior to travel only!

Date:

It is requested that \$ _____ be set aside from funds in my account; and/or prepayment of hotel/airfare (to a travel agent) in the amount of \$ _____ (invoices are attached)

These funds will be used by _____ to attend

on _____ (dates)

Traveler's participation in this meeting include: _____

Check one of the following:

Traveler is a VA employee. A 10-0101B has been submitted to SCIRE to obtain approval for for the Acceptance of Gifts and Donations.

Traveler is not a VA employee. Employer: _____

SCIRE Investigator's Signature

BUDGET NUMBER

Approved

Disapproved:

S. Lea Lowe
Executive Director