

## University-Related Travel Pre-Approval Form

### Instructions:

- Complete the following form and submit it to your immediate supervisor for approval. The form is then to be routed to your cognizant Vice Chancellor/Dean for approval. Then sent to [evcapprovals@ucr.edu](mailto:evcapprovals@ucr.edu) for final approval by the Provost prior to your travel date. (Note: To ensure approval is received request approval at least three weeks in advance of trip.)
- The traveler must ensure that this signed form is attached to the travel reimbursement request submitted in iTravel.

### Objective:

1. To inform Provost and Leadership about University-Related Travel (in accordance with [Interim Policy 900-25](#)).
2. When appropriate, to enable the Provost's Office to work with the traveler to mitigate risk and ensure appropriate registration in advance of travel.

### Requirements:

1. Approval from immediate supervisor, cognizant Dean or Vice Chancellor, and Provost must be obtained prior to departure.
2. The traveler must ensure that bookings are done through [Connexus](#) or registered manually via [UC Away](#).
3. Travelers must familiarize themselves with health and safety notices of their travel destination as well as abide by entry and exit requirement of the destination.

### Definitions:

**University-Related Travel:** travel by covered individuals (a) in which any UCR funding source is being used to support the travel or there will be a reimbursement request for the travel or (b) on University business or University-related activities, such as research, internships, education abroad programs, service, conferences, presentations, teaching, performances, and/or athletic competitions. Travel to UCR-owned or controlled properties is exempt from this definition.

**Essential Travel:** University-Related Travel deemed necessary for university business that has received written approval (*via this pre-approval form*) from within the cognizant organization/unit up to the Vice Chancellor or Dean and the Provost.

Are you completing this form on behalf of someone else?  YES  NO

If yes, please enter your name: \_\_\_\_\_

### Traveler Information

Traveler's Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_  
 Department: Environmental Sciences UCR Email Address: \_\_\_\_\_  
 Campus Phone Number: 951-827-\_\_\_\_\_ Mobile number during travel: \_\_\_\_\_

### Description of Travel

Departure Date: 2/13/21 Return Date: 6/30/21

Destination(s): Los Angeles County, Orange County, Riverside County, Santa Cruz County

### University Business Purpose of Travel:

Field work to collect perishable data and samples in support of externally funded research projects focused on rainfall/runoff driven processes at the storm-event scale. Field operations include microplastic pollution fate and transport monitoring at multiple river stations in the counties of LA and Orange, and post-fire monitoring in the counties of Riverside and Santa Cruz.

### Please describe why this travel is essential:

Travel for this work is essential because it supports the collection of perishable data and samples in support of applied research in the service of environmental problems facing Californians.

Please describe the steps that are being taken to mitigate risk during travel:

Risk mitigation for all field operations includes the development and approval of comprehensive SOPs and field safety plans, including mitigation measures for potential COVID-19 exposure. This includes mask and hygiene directives, limitations on the number of personnel in vehicles, single occupancy in hotel rooms, and COVID-19 testing plans.

Enter the name(s) of anyone who will accompany you: James Guillinger, Win Cowger, Samiksha Singh, Clare Murphy-Hagan, Brandon Fong

Are you leading a group to a [High Risk Travel](#) destination?  YES  NO

If yes, please check the box that have you obtained signed acknowledgement from each individual in the group

[Redacted signature area]

If you are traveling internationally, please confirm the following requirements:

- You have registered with the U.S. Department of State
- You ensure that all UC-owned devices or property are being used to conduct UCR business only, will be returned to the University, will be under your effective control while traveling, and you will take security precautions to protect against unauthorized release of the technology

Requestor Name [Redacted]

Signature [Redacted]

Date: 2/9/21

Supervisor Name Signed by: Dave volz

Approval:  YES  NO

Signature *Dave Volz*

Date: 2/9/2021 | 1:20 PM PST

Vice Chancellor or Dean Signed by: Kathryn Uhrich

Approval:  YES  NO

Signature *Kathryn Uhrich*

Date: 2/9/2021 | 2:44 PM PST

Provost and Executive Vice Chancellor Signed by: Thomas M. Smith

Approval:  YES  NO

Signature *Thomas M. Smith*

Date: 2/12/2021 | 8:09 AM PST

## Certificate Of Completion

|  |                            |
|--|----------------------------|
| Envelope Id: C0CEF2308E7E42AD95048752398EEB0E                              | Status: Completed          |
| Subject: Please DocuSign: 900-25 Travel Pre-Approval Form_AGray-2.9.21.pdf |                            |
| Source Envelope:   |                            |
| Document Pages: 2  | Signatures: 1              |
| Certificate Pages: 4   | Initials: 0                |
| AutoNav: Enabled   | Envelope Originator:       |
| Envelope Stamping: Enabled   | Rachel Alvarez             |
| Time Zone: (UTC-08:00) Pacific Time (US & Canada)                          | 100 Phoenix Dr.Suite 111   |
|  | Lansing, MI 48108          |
|  | rachel.alvarez@ucr.edu     |
|  | IP Address: 169.235.64.254 |

## Record Tracking

|                     |                        |                    |
|---------------------|------------------------|--------------------|
| Status: Original    | Holder: Rachel Alvarez | Location: DocuSign |
| 2/9/2021 1:56:50 PM | rachel.alvarez@ucr.edu |                    |

## Signer Events

Kathryn Uhrich  
 cnasdean@ucr.edu  
 Dean  
 Security Level: Email, Account Authentication (None)

## Signature

DocuSigned by:  
  
 43C2ABB64F97414...

Signature Adoption: Pre-selected Style  
 Using IP Address: 169.235.64.254

## Timestamp

Sent: 2/9/2021 1:59:07 PM  
 Viewed: 2/9/2021 2:43:38 PM  
 Signed: 2/9/2021 2:44:03 PM

## Electronic Record and Signature Disclosure:

Accepted: 2/9/2021 2:43:38 PM  
 ID: 51b1e65f-ec95-40da-baa9-1795f1cfcc30

| In Person Signer Events                    | Signature        | Timestamp           |
|--|------------------|---------------------|
| Editor Delivery Events                     | Status           | Timestamp           |
| Agent Delivery Events                      | Status           | Timestamp           |
| Intermediary Delivery Events               | Status           | Timestamp           |
| Certified Delivery Events                  | Status           | Timestamp           |
| Carbon Copy Events                         | Status           | Timestamp           |
| Witness Events                             | Signature        | Timestamp           |
| Notary Events                              | Signature        | Timestamp           |
| Envelope Summary Events                    | Status           | Timestamps          |
| Envelope Sent                              | Hashed/Encrypted | 2/9/2021 1:59:07 PM |
| Certified Delivered                        | Security Checked | 2/9/2021 2:43:38 PM |
| Signing Complete                           | Security Checked | 2/9/2021 2:44:03 PM |
| Completed                                  | Security Checked | 2/9/2021 2:44:03 PM |
| Payment Events                             | Status           | Timestamps          |
| Electronic Record and Signature Disclosure |                  |                     |

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

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You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: Shelley.Gupta@ucr.edu

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To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at Shelley.Gupta@ucr.edu and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to Shelley.Gupta@ucr.edu and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to Shelley.Gupta@ucr.edu and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
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