# **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 <a href="mailto:evcapprovals@ucr.edu">evcapprovals@ucr.edu</a> 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 Connexxus 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?  $\Box$  YES  $\blacksquare$  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 Guilinger, Win Cowger, Samiksha Singh, Clare Murphy-Hagan, Brandon Fong

Are you leading a group to a <u>High Risk Travel</u> destination?  $\Box$  YES  $\blacksquare$  NO

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

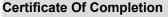
If you are traveling internationally, please confirm the following requirements:

□ You have registered with the U.S. Department of State

 $\Box$  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	
Signature	Date: 2/9/21
Dave Volz	Approval: 🛛 YES 🗌 NO
Signature Volz	Date: 2/9/2021   1:20 PM PST
Vice Chanceflor or Dean <u>Kathryn Uhrich</u> katuryn Uuricu Signature <u>43C2ABB64F97414</u>	Approval: ☑ YES □ NO
Signature 43C2ABB64F97414.	Date: 2/9/2021   2:44 PM PST
Provost and Executive Wice Chancellor	Approval: ⊠ YES □ NO
Signature <u>Thomas M. Smith</u>	Date: 2/12/2021   8:09 AM PST

Ver. January 2021



Envelope Id: C0CEF2308E7E42AD95048752398EEB0E 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 EnvelopeId Stamping: Enabled Time Zone: (UTC-08:00) Pacific Time (US & Canada)

#### **Record Tracking**

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#### Signer Events

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

**Electronic Record and Signature Disclosure:** Accepted: 2/9/2021 2:43:38 PM

ID: 51b1e65f-ec95-40da-baa9-1795f1cfcc30

Holder: Rachel Alvarez rachel.alvarez@ucr.edu

## Signature DocuSianed by:

Kathryn Uhrich 43C2ABB64F97414

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

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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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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: <u>https://support.docusign.com/guides/signer-guide-signing-system-requirements</u>.

## 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.

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