[Date]

TO: Dean Jon Gould

School of Social Ecology

FROM: [Your Name]

[Your Title]

Subject: Request for Pre-Approval of Research Trip

Per University of California Policy G-28, I am writing in my capacity as group leader to request pre-approval for a research trip on [MMM DD, YYYY] to [Location]. The trip will involve myself and graduate student [Name], as we will be conducting [Project].

Expected expenses are as follows:

* **Miles (personal car)**
  + Route: Irvine, CA to [Destination], CA, round trip
  + Distance: [XXX.XX] miles at $[X.XX] per mile = $[XXX.XX]
* **Lodging in [Location]**
  + [Number of rooms] x [Number of nights] = $[XXX.XX]
* **Meals (approximate expenditure)**: = $[XX.XX]

**Expected total** = $[XXX.XX]

Thank you for your attention to this matter. Please let me know if any additional information is needed.

Best wishes,

[Your Name]

[Your Title]

APPROVED:

Jon Gould, Dean

School of Social Ecology