



**Friends Research Institute, Inc.**  
**17215 Studebaker Road, Suite 380**  
**Cerritos, CA 90703**  
**(562) 924-2872 FAX (562) 860-8163**

**TRAVEL REQUEST**

DATE OF REQUEST: \_\_\_\_\_

NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

PURPOSE OF TRAVEL: \_\_\_\_\_

DESTINATION: \_\_\_\_\_

DATE OF DEPARTURE: \_\_\_\_\_ DATE OF RETURN: \_\_\_\_\_

FUND OR ACCOUNT TO BE CHARGED: \_\_\_\_\_

REQUEST FOR ADVANCE: (Complete this section only if you wish to receive a check in advance of your date of departure.)

AMOUNT REQUESTED \$ \_\_\_\_\_  Mail Check to: \_\_\_\_\_

Notify For Pick-Up: \_\_\_\_\_

SIGNATURE OF TRAVELER: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVALS:

PRINCIPAL INVESTIGATOR: \_\_\_\_\_ DATE: \_\_\_\_\_  
 (For grant supported travel)

ADMINISTRATIVE DIRECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

FINANCIAL ADMINISTRATOR: \_\_\_\_\_ DATE: \_\_\_\_\_

AUTOMOBILE RENTAL REQUESTED:  YES  NO