

SynBERC Travel Request Form

(NOTE: applies to SynBERC-funded students/postdocs/staff, PIs, Affiliated PIs, SAB members)
Send to: Fax (510) 486-4252 ♦ E-mail fdelro@berkeley.edu

Date: _____

Traveler's Name (same as on government-issued ID):	Check if PI, Affiliated PI, SAB Check if student, postdoc, staff With PI/Lab: _____	
Purpose of Travel: SPRING 2014 RETREAT @ UC BERKELEY	Traveler's Email:	Traveler's Cell Phone:
Gender: Date of Birth (mm-dd-yyyy):	Seat Preference (check): Window Front Rear Aisle Front Rear	Travel Arranger: Fernando del Rosario SynBERC Central
Airline preference: Frequent Flyer #:	DHS Redress # TSA Pre ✓	Phone: 510-486-5562

UC Berkeley Travel Policies:

- Economy-class, nonrefundable/nontransferable tickets only. To obtain the lowest fare, book/purchase tickets at least a month BEFORE travel date, if possible.
- Traveler pays for any incremental fees due to ticket upgrades over the normal economy class fare. After ticket is purchased, any changes on the ticket will be paid by traveler.
- To reimburse other travel expenses (baggage fee, taxi/shuttle/train, meals in transit, etc.), keep all receipts and attach to the Travel Reimbursement Request Form.
- In case of an emergency or weather conditions preventing travelers from proceeding or changing their flights, inform SynBERC Central Office (email fdelro@berkeley.edu or call 510-486-5562) immediately.

AIRLINE RESERVATIONS					
Date	FROM (specify airport)	TO (specify airport)	Preferred Airline	Departure Time	Arrival Time

HOTEL RESERVATIONS (NOTE: SynBERC-funded students/postdocs, double-occupancy recommended)				
Check-in Date	Check-out Date	Hotel	Location	If student/postdoc, enter name of preferred roommate. Leave blank if open to share whoever Synberc will arrange.
		SynBERC secured rooms at discounted rates with Hotel Shattuck Plaza	2086 Allston Way, Berkeley Tel 510-845-7300 Online reservation link	

ADDITIONAL INFORMATION/SPECIAL REQUESTS/COMMENTS