

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 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: [REDACTED]	Title/Position: [REDACTED]
Department: <u>Environmental Sciences</u>	UCR Email Address: [REDACTED]
Campus Phone Number: <u>951-827-[REDACTED]</u>	Mobile number during travel: [REDACTED]

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

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
C26317A5C0E5477...

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

Vice Chancellor or Dean Signed by: Kathryn Uhrich

Approval: ☒ YES ☐ NO

Signature Kathryn Uhrich
43C2ABB64F97414

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

Provost and Executive Vice Chancellor Signed by:

Approval: ☒ YES ☐ NO

Signature Thomas M. Smith
706472C4E7CF4F6...

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

Ver. January 2021

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

Envelope Originator:

Certificate Pages: 4

Initials: 0

Rachel Alvarez

AutoNav: Enabled

100 Phoenix Dr.Suite 111

Envelopeld Stamping: Enabled

Lansing, MI 48108

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

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

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Internet2 OBO University of California, Riverside (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

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.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Internet2 OBO University of California, Riverside:

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

To advise Internet2 OBO University of California, Riverside of your new email address

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.

To request paper copies from Internet2 OBO University of California, Riverside

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.

To withdraw your consent with Internet2 OBO University of California, Riverside

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
- Until or unless you notify Internet2 OBO University of California, Riverside as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Internet2 OBO University of California, Riverside during the course of your relationship with Internet2 OBO University of California, Riverside.