

DEPARTMENT OF NEUROSCIENCE
TRAVEL REQUEST FORM

Traveler Name: _____ Cell phone: _____

Home Street Address: _____ City/Town: _____ Zip code _____

Dates of Travel: _____ Destination: _____ Personal Days?: _____

Reason for Business Trip: _____

Conference Registration: _____
(drop down)

Means of Transportation: _____ Airport parking pass requested _____

Airfare/Rail/Bus: _____

Ground transportation expenses needed? If so, provide approximate amount: _____

Hotel reserved _____ Hotel room will be shared? _____

Meal Per Diems requested _____ Travel Advance Requested _____

Funding to charge expenses to _____ Trip is a NO cost TA _____

Portion of my trip is paid by third party _____ For students - applying for HCRAC funding? _____

Other important details _____

Checklist of items to be provided to the office minimally 3 weeks prior to business trip:

- Backup information regarding the conference - showing dates and daily agenda
- Hotel information - showing dates of reservation, and prices per night (NOTE: must be most reasonable priced room, no ocean views, etc.)
- Airfare*/Train/Bus - showing dates of travel and cost (Note: if reserving airfare through Sanditz, office will still need backup for Authorization request)
- Registration - must show your name and cost, with zero balance due for reimbursement

Checklist of items to be provided to the office after business trip:

- Hotel receipt, showing zero balance due. If sharing room, please try to separate hotel bills per person
- Cab Receipts (Note: Max amount that can be reimbursed without a receipt is \$25 per day)
- Credit card statements for items that do not state "zero balance" due
- Boarding passes

Other Information:

Travel advances are calculated in 3 categories, and exclude the cost of registration and airfare: Total cost of trip: \$500.00 or less, eligible for \$250.00; \$501.00-\$1200.00, eligible for \$500.00; and \$1200.00 or more, eligible for \$1000.

*International Flights: Must fly out of Bradley International Airport. If flying JFK or BOS, must provide documentation from all 3 airports (BDL, JFK & BOS) justifying the price difference, including mileage requests & parking (parking is free at BDL for up to 14 days).