

# Neuroscience Travel Request Form

Please submit ***ALL*** travel requests as soon as you are aware of the trip -  
minimally 3 weeks prior to departure.

**By completing this form, you acknowledge you are familiar with the travel policy:**

<https://health.uconn.edu/policies/wp-content/uploads/sites/28/2017/07/2017-03-Travel-and-Entertainment-Policy.pdf>

Traveler Name:

Cell Phone:

Home Street Address:

City/Town:

Zip code:

Business purpose:

Departure date:

Time of departure:

Return date:

Time of Return:

Means of Transportation\*\*:

Will you be  
parking at the  
airport/train  
station

Any personal  
days added  
to trip

Meal per  
diems  
requested

Hotel Reserved:

Hotel room is being  
shared with:

If sharing room, person  
paying hotel bill:

Conference Registration payment options:

Registration fee:

Is there an abstract fee? (drop down selection)

*If "yes" to abstract fee, please see office on getting this paid with the department credit card. Do NOT use your personal credit card.*

Portion of my trip is paid by third  
party:

For graduate students/postdocs:  
Are you applying for HCRAC funding?

No Cost TA

FOAPAL coding to charge expenses to:

Travel Advance requested:

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Items to provide to the office:

Copy of conference meeting

Registration backup

Hotel details

**Additional comments:**

**HCRAC Funding**

Travel Grants are available for students and postdocs. If eligible, these grants provide up to \$700 (per fiscal year). To see if you are eligible or to apply, please visit one of the following corresponding links and complete applicable forms:

**Graduate Students** - <https://ovpr.uchc.edu/services/research-development/research-advisory-groups/hcrac/grant-program/travel-grant/>

**Postdocs** - <https://ovpr.uchc.edu/services/research-development/research-advisory-groups/hcrac/grant-program/travel-grants-postdocs/>

**NOTE:** If HCRAC funding is approved, you must provide a copy of the approved form, along with this completed Neuroscience Travel Request Form

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**Travel Advances**

Travel advances are calculated in three (3) categories and exclude the cost of registration and airfare.

*Out of pocket expenses:*

\$300-\$500, eligible for \$250

\$501-\$1250, eligible for \$500

\$1251 or more, eligible for \$1,000

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\*Please allow 3 weeks for processing.

\*\* By requesting personal mileage, you are agreeing you carry \$50,000/  
\$100,000 in automobile insurance coverage.

\*\*\*Parking reimbursement is limited to the lowest-cost economy parking lot