

Neuroscience Travel Request Form

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

IMPORTANT: 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:

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

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

*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