NSSC Travel Request Form

Please complete this form and email it to nssc_info@berkeley.edu. Your request will be reviewed by the NSSC team and you will be contacted if your travel is approved. For more details on travel regulations review the NSSC Travel Guide, available at http://nssc.berkeley.edu/resources/

Name:

Academic Advisor:

Institution:

**Purpose of trip**
(e.g. attending a conference/workshop, delivering a presentation (poster or oral), conducting NSSC-related research activities, etc.)

**Conference or Travel Information**
*Please list the conference or event name and travel destination details. Include a link to the conference website, if applicable.

**Dates of the Event/Travel**
*Please include the time and date of your presentation and/or research activities. Note the full length of the conference, and specify your proposed travel dates. Note that NSSC will only provide **4 days (3 nights)** of travel accommodations unless an exception is granted. If you are requesting more than 4 days of travel support, please provide appropriate justification.

**Estimated costs**
*Please estimate all transportation costs (airfare and any other train or taxi fare), hotel accommodations, etc. NSSC does not cover the cost of a rental car unless there are extenuating circumstances. If you are requesting a rental car to be covered, please provide appropriate justification.

**Advisor Approval**
*Please provide the written approval from your academic advisor as an attachment. Email approval may also be attached.

*Updated 3/4/22*