

# NSSC UCB Travel Request Form

Please complete this form and email it to [avabenkhatar@berkeley.edu](mailto:avabenkhatar@berkeley.edu) or [nssc\\_info@berkeley.edu](mailto: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**

\*Please provide a brief description of your trip's purpose, including specific details (e.g., If delivering a presentation, include the title and specify whether it will be oral or poster; If attending a conference/workshop or conducting NSSC-related research activities, highlight how these activities benefit your research and their relevance, etc.).

## **Conference or Travel Information**

\*Please list the conference or event name and travel destination details (e.g., name of city, name of state). 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 as to why you require more days of travel support (e.g., pre-conference setups, attending additional workshops, etc.)

## **Estimated costs**

\*Please provide an estimate for transportation and lodging costs (e.g., hotel, airfare, train/taxi fare, registration fees), including an individual breakdown of all expenses and the overall estimated total travel cost. 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.