



February 1, 2017

Room 109, MC-17
5353 Parkside Drive
Jupiter, FL 33431
Tel: 561-799-8100

The **FAU Brain Institute** is pleased to announce its **Faculty Travel Award Program**. The Program seeks to enhance the visibility and scientific networking of its members by defraying costs associated with attendance at scientific meetings or research conferences. Meetings designed to provide investigator training are not supported through this mechanism. Currently, approximately \$10,000 is available to reimburse up to \$1,500 in costs associated with meeting registration, lodging and travel. Meals are not covered. Members should **request support from the program through letter to Brain Institute Director of Administrative Operations Tom Graziano (tgrazian@health.fau.edu)**. The letter should provide 1) the name of the meeting, 2) meeting dates, 3) itemized anticipated costs, 4) a short statement as to the relevance of the meeting for the development of research programs in the Member's lab, and 5) a statement indicating that discretionary or pertinent grant funds do not exist to cover the requested meeting expenses. **An Abstract of research to be presented should be included with the request.**

Funds cannot be committed prior to the opening of registration for the meeting/conference proposed.

Brain Institute Members with either research track or tenure track appointments may apply. Funds must be **used by January 31, 2018** and will be awarded on a rolling, first-come/first-serve basis, until all funds have been committed. We will create a waiting list of approved but unfunded requests and work to grow the pool of funds to permit these awards to be made as soon as possible. Only one award per year per Member is allowed and the funds may not be transferred to a trainee or collaborator.

Due to the limited nature of these funds, we request that Brain Institute Members contact us regarding the awarding of any grant funds or travel awards that arise after a Travel award has been made so that we may reallocate the awarded funds to others. Funds should be returned to the Institute if other travel awards to cover proposed expenses are secured.

Reimbursable Costs and Guidelines:

Spend Authorization: A spend authorization is required at least 5 days prior to travel. You will be contacted by Jan Holmes to setup your spend authorization once your travel request is approved. Please note the following travel guidelines:

Airfare: The economical rate class of service must be used and proof of payment is required. Baggage charges require receipts as well. Upgrades are at the traveler's expense, such as early bird check-in and seat-selection charges.

Car Rental: National or Enterprise is preferred. Compact car class only. Must include itemized car rental receipt. Please refer to this link for how to book a reservation: http://www.fau.edu/controller/travel/car_rental.php

Conference Registration: Provide Benefit to State and Meeting Program

Hotel: \$150 per night in the State of Florida (Justify if higher). Itemized receipt is required. Please note that we will only cover the room rate. The traveler will be responsible for any extras, such as room service, movie rentals, etc.

Mileage: Fixed at \$.445 cents per mile. Include times of departure/return, and attach a map.

Taxi: Receipt required. Tips not to exceed 15% for Taxi. Limo service is not allowed.

Parking: Receipt required.