

AAUP/OVPR Faculty Travel Funding Program  
Travel and Payment FAQs

**Qa.** Is the AAUP/OVPR Faculty Travel Funding Program open during the travel ban?

**Aa.** Yes. Requests for **virtual** or **in-state** activities may be submitted now. Requests for **out-of-state** conferences and professional development programs should **wait** until after travel restrictions have been lifted. Link for additional information is [here](#).

Request for **out-of-state** activities may be submitted **now only if it is essential research travel approved by the Office of the Provost**.

Please see **special instructions** on the [AAUP/OVPR Faculty Travel Funding Program Guidelines](#) webpage for further instructions.

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**Q1.** I have received an AAUP/OVPR Faculty Travel award and would like to attend a virtual conference. How should I pay for it?

**A1.** You will be able to utilize your T-Card (aka Travel Card), your Pro-Card, or pay out-of-pocket and seek reimbursement utilizing our new Concur Travel and Expense System.

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**Q2.** I don't have a Pro-Card or T-Card (aka Travel Card). How will I get reimbursed for my virtual conference?

**A2.** You will be able to seek reimbursement of the virtual conference utilizing our new Concur Travel and Expense System. You will need to create a Non Travel Expense Report in Concur to submit a reimbursement for the conference. Please visit [travel.uconn.edu](http://travel.uconn.edu) for additional resources, or contact us at [travel@uconn.edu](mailto:travel@uconn.edu).

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**Q3.** One of my departmental staff members has a Pro-Card. Can they pay for my virtual conference using their Pro-Card?

**A3.** Yes, as consistent with the past, someone in your office/college who has a Pro-Card can pay for the virtual conference on your behalf. Please be sure to send the Pro-Card holder the confirmation of enrollment showing the payment.

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Q4. If I use my T-Card (aka Travel Card) to pay for my virtual conference, do I also need to submit a Travel Request in our new Concur Travel and Expense System?

A4. No, a Travel Request in Concur is only required if you need airfare, hotel, and/or car rental.

If you use your T-Card (aka Travel Card) to pay the registration fee for a virtual conference, you will need to create a Non Travel Expense Report in Concur to reconcile the expense. Please go to [travel.uconn.edu](http://travel.uconn.edu) for additional resources or contact us at [travel@uconn.edu](mailto:travel@uconn.edu).

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Q5. Can I use KFS to submit a Disbursement Voucher for my reimbursement of the virtual conference?

A5. No, Concur is our new platform for all Travel and Expense reimbursements. You will need to create a Non Travel Expense Report in Concur to submit a reimbursement for the conference. Please visit [travel.uconn.edu](http://travel.uconn.edu) for additional resources, or contact us at [travel@uconn.edu](mailto:travel@uconn.edu).