

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 **domestic** activities may be submitted now. Requests for **international** conferences and professional development programs should **wait** until after travel restrictions have been lifted. Link for additional information is [here](#).

Request for **international** activities may be submitted **now only if it is essential research travel approved by Global Affairs**.

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

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.

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 for additional resources, or contact us at travel@uconn.edu.

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 for additional resources or contact us at travel@uconn.edu.

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 for additional resources, or contact us at travel@uconn.edu.