

Congratulations! Your travel award has been approved for the following:

Individual/ Organization: [Saurin Parikh](#)

Trip/ Conference Name: [19 European Conference on Eye Movements](#)

Destination: [Wuppertal, Germany](#)

Travel Dates: [8-17-17 to 8-25-17](#)

Award Amount up to: [640.00](#)

Upon returning from your trip individuals traveling have 10 business days to submit their request for travel reimbursement.

To apply for reimbursement use the following link <https://fau.collegiatelink.net/organization/asab/availableforms>

YOUR REQUEST FOR REIMBURSEMENT MUST INCLUDE THE FOLLOWING:

- [A Completed Expense Justification Form found at http://www.fau.edu/sg/programs/Travel%20Expense%20Justification%20Form%205-31-16.pdf](http://www.fau.edu/sg/programs/Travel%20Expense%20Justification%20Form%205-31-16.pdf)
- [This letter](#)
- [Proof of conference attendance \(Agenda or Conference Program and Name Badge\)](#)
- [Itemized receipts for items checked off below for which you wish to be reimbursed. Below are acceptable forms of documentation:](#)

Paid registration receipts showing you as the registrant.

X Paid airline tickets showing your itinerary, you as the traveler.

X Boarding passes if you are requesting airline ticket reimbursement.

Car rental receipts with your name as the driver. Mileage map if driving personal car.

Gas and toll receipts if you used a rental car for the trip.

Hotel receipts showing you as the guest.

Train/Bus ticket receipt showing you as the traveler.

You will not be reimbursed for expenses not paid by you. Expenses paid by someone else or a department are not reimbursable to you.

If you have any questions regarding this process, please contact GPSA travel at gpsatravel@fau.edu