

**Office of Graduate Studies, Kenneth P. Dietrich School of Arts & Sciences A&S-PBC AND ALUMNI
\$600 TRAVEL FUNDS For presenting papers and posters at conferences and professional meetings
Failure to read and follow all requirements in this document will compromise your funding.**

ELIGIBILITY & GUIDELINES A&S-PBC travel funds are available to graduate students in the Dietrich School of Arts & Sciences who are presenting at conferences and professional meetings, and who are enrolled in master's or doctoral programs in departments *other than* HPS or Philosophy. Students are eligible for up to \$600 after completing 18 credit hours of graduate work. Students in doctoral programs are eligible a second time for up to \$600 after passing their PhD Comprehensive Exams. Students who have had/currently have appointments as Graduate Student Researchers (GSRs) or grant-funded fellows are not eligible if they have ever received, or are likely to receive in the future, travel funds through their advisors or grants. Pre-approval is not required for A&S-PBC funds. Proof of attendance and presentation is required when applying for funds. Submit original receipts only. Receipts must be in your name; shared expenses will only be reimbursed with pre-approved documentation. Foreign receipts must be translated. All eligible expenses must be incurred in accordance with University Policy FN 28 University Travel, Business Entertainment, Honoraria, and Miscellaneous Reimbursable Expenses (formerly 05-07-01) (<https://www.policy.pitt.edu/university-travel-business-entertainment-honoraria-and-miscellaneous-reimbursable-expenses>). Please submit your application within the timeframe corresponding to the cycle during which your travel is scheduled. All receipts should be submitted within 7 days of the end of your trip. For questions, visit our web-page at (<http://www.asgraduate.pitt.edu/financial-support/conference-grants>). If your question is not addressed, contact Jennifer Sadecky at jsadecky@pitt.edu before you take your trip.

APPLICATION SECTION I: All applicants should complete this section

Full legal name: _____
Date submitted: ___/___/___ Address: _____
City: _____ State: ___ Zip: _____ Home phone: _____
Email: _____
Department: _____
Date(s) of meeting/conference: _____
Title of meeting/conference: _____
Name of organization hosting the meeting/conference: _____
Location of meeting/conference: _____
Are you/have you been employed as a Graduate Student Researcher (GSR) or grant-funded fellow?
Yes* ___ No ___
Do you have direct deposit set up with the University? Yes ___ No ___
Have you received an expense reimbursement in the past (from any source)? Yes ___ No ___ **
Please List from what sources _____
If you received an expense reimbursement previously, has your address remained the same? Yes ___ No ___
N/A ___
Do you have any outstanding travel advances from the University? Yes ___ No ___
Have you completed 18 credit hours of graduate study at the University of Pittsburgh? Yes ___ No ___ Have
you passed your PhD Comprehensive Exams? Yes, on (date) ___ / ___ / ___ No are you receiving financial
support from other sources for this trip? Yes ___ (complete Section II on this form) No ___ (complete
Section III on this form)
Signature: _____

SECTION II: Complete this section if you are receiving funding from *multiple sources* for your trip

Students must communicate with each office about all sources of funding so that the offices can submit one report in the Concur expense & travel system. Failure to communicate about all funding sources will compromise your eligibility. Submit your packet with all receipts and documentation in one email copying each admin for the travel grant source you are applying for. List all sources of financial support for your trip (i.e. Department, A&S-GSO, GPSG):

SECTION III: Complete this section if you are receiving *only A&S-PBC* funds for your trip

Students who are receiving only A&S-PBC funds will be reimbursed through the CONCUR online system.

Is the address you listed in Section I recorded in PeopleSoft as your home address? Yes No***

Are you an employee at the University (i.e. are you paid as a TA, TF, GSA, other)? Yes No**

If you are an employee, please provide your Employee Number**** _ _ _ _ _

IMPORTANT NOTES

* If you are a GSR (or have been in the past), you must submit a letter from your advisor stating that you have never received and are not likely to receive travel funds through your advisor or grant (for this trip or future trips). GSRs and other grant-funded students (ex. NSF Fellows) who receive travel funds are ineligible for A&S-PBC funds.

** If you have never received an expense reimbursement before *and* you are not paid by the University, you will need to submit a W-9 with your application. You can pick up this form in 5141 SENSQ.

*** If your home address listed in PeopleSoft is incorrect, you will need to submit a Residency Certification/Address Change Form to Human Resources before your trip. You can pick up this form in 5141 SENSQ.

**** Your 6-digit Employee Number is located at the top of your pay statement. (Note: this is not your PeopleSoft number.)

Students should not prepare their own Travel & Business Expense Reports for submission to the Graduate Studies Office; these will be prepared by the office.