

Office of Graduate Studies, Kenneth P. Dietrich School of Arts & Sciences A&S-PBC AND ALUMNI \$400 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 \$400 after completing 18 credit hours of graduate work. Students in doctoral programs are eligible for a second \$400 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. Reimbursements will not be made for food. 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 05-07-01(<http://www.cfo.pitt.edu/policies/policy/05/05-07-01.html>). Submit your application and documentation within 7 days of the end of your trip. If you are not returning to campus immediately, your materials can be sent by postal mail. For questions, review the frequently asked questions (<http://www.asgraduate.pitt.edu/financial-support/conference-grants-during-covid-19>). If your question is not addressed by the FAQs, 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 ** 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 a single hardcopy Travel & Business Expense Report and *one set of original receipts* to Payment Processing; failure to communicate about all funding sources will compromise your eligibility. Submit your packet with all receipts and documentation to your department first, then have it forwarded to the A&S-PBC, A&S-GSO, and finally the GPSG (depending on applicability).

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 PRISM online system. A few days after your submission, you will receive an automatically-generated email that you must open and approve.

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**** _ _ _ _ _

If you are not an employee but you have received an expense reimbursement before, please provide the last four digits of your Social Security Number: _____

If you are not an employee and you have never received an expense reimbursement before, please provide your full Social Security 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.