**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 $600 after completing 18 credit hours of graduate work. Students in doctoral programs are eligible for a second $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. 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>).

If you are not also receiving funds from your department for your travel, please submit your application and documentation to 5141 Sennott Square 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/node/429>). If your question is not addressed by the FAQs, contact Katelyn White at [kmw127@pitt.edu](mailto:kmw127@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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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 coordinate on a single expense report in the Concur Travel & Expense system. Failure to communicate about all funding sources will compromise your eligibility.  If you are receiving funds from your department, please 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): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**IMPORTANT NOTES**

**-** Students who are receiving only A&S-PBC funds will be reimbursed through the Concur Travel & Expense system.  A few days after your submission, you will receive an automatically-generated email that you must open and approve.

**-** 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.

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

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