



Office of Graduate Studies

Kenneth P. Dietrich School of Arts & Sciences



APPLICATION FOR A&S-PBC AND ALUMNI \$600 TRAVEL FUNDS
For presenting papers and posters at conferences and professional meetings

Full legal name: _____ Date submitted: _____

Address: _____ City: _____ State: _____ Zip: _____

Social Security number: _____ Department: _____

Home phone: _____ Email: _____

Name of professional organization holding the meeting: _____

Name, place, and date(s) of meeting: _____

Are you/have you ever been a GSR?*

Have you ever been supported by external funds with travel provisions as a GSR?*

Have you ever received a check from the University? If yes, has your address changed?

Do you have any outstanding travel advances from the University?

Have you completed 18 credit hours of graduate study at the University of Pittsburgh?

Have you previously received A&S-PBC travel funds?

Have you passed your PhD Comprehensive Exams? If yes, on what date?

Are you receiving financial support from other sources for this trip?***

If yes, list sources (ex. Department, A&S-GSO, GPSG): _____

Signature: _____

Submit applications and receipts after your trip. Reimbursement takes up to six weeks.
For questions, contact Rebecca Roadman at rmr35@pitt.edu prior to your trip.

ELIGIBILITY REQUIREMENTS

- Students in master's or doctoral programs (except HPS and Philosophy) are eligible for one A&S-PBC Alumni Travel Fellowship after completing 18 credit hours of graduate work...
Proof of attendance and presentation is required (with program name identified), when applying for funds. Original receipts must be submitted for reimbursement within 30 days of travel. Reimbursements will not be made for food.

*Graduate Student Researchers (GSRs) must submit a letter from their advisors stating that they have never received, and will never receive, travel provisions. GSRs or students receiving other funding with travel provisions may be ineligible.

**Only one Travel & Business Expense Report and set of documentation can be submitted per trip. It is your responsibility to coordinate. If you are receiving funds from your department, have the department begin the reimbursement paperwork and send your application and packet to 5141 Sennott Square.