A&S GSO Travel Grant Application, 2023-2024

**Please read and follow all of these instructions carefully. You must fill out every section completely and provide all required materials in order for your application to be complete. Reimbursement may take 6-8 weeks.**

**Eligibility Requirements**

- Travel grant applicants should pre-apply at asgso.pitt.edu website under the travel grants tab to ensure best chance of receiving funds.

- Arts & Sciences (A&S) graduate students completing master's programs are eligible for one A&S GSO travel grant. Doctoral students are eligible for two A&S GSO travel grants if they are presenting at an academic conference or professional meeting; they may also use the grant funds to cover costs relating to job talks or attending major conferences where they will be interviewed. Graduate students are eligible for a **maximum of 2** GSOgrants during their study at Pitt.

- A&S graduate students in doctoral programs may only receive 1 grant per fiscal year (begins July 1).

- Applicant is required to submit proof of attendance and/or participation at conference or meeting with the travel grant application.

- Original itemized receipts (not invoices) indicating payment has been made in full must be submitted **within 30 days of returning from travel** to receive reimbursement. The A&S GSO will reimburse for specific food purchases if original receipts are provided.

**Please contact the A&S GSO Office at** asgso@pitt.edu **if you have any questions or schedule a time to speak with the Administrative Assistant during office hours.**

**Contact Information**

Today’s Date: Click or tap to enter a date. Department: Click or tap here to enter text.

Name (Last, First): Click or tap here to enter text. Peoplesoft Number: Click or tap here to enter text.

Do you have Direct Deposit? [ ] yes, [ ] no (Even if you have direct deposit, you must provide an address in case the University needs to mail you a check).

Address to mail the check: Click or tap here to enter text.

Email: Click or tap here to enter text. Phone Number: Click or tap here to enter text.

Are you a student? [ ]  yes [ ]  no Are you an employee\* of the University? [ ]  yes [ ]  no

Have you ever received a check (other than a paycheck) from the University? [ ]  yes [ ]  no

If YES, was the check mailed to the same address (or direct deposited into same account)?

 [ ]  yes [ ]  no [ ]  don’t know

Do you have any outstanding advances with the University? [ ]  yes [ ]  no

Is this payment to clear an advance? [ ]  yes [ ]  no

If YES, what was the date of the advance? Click or tap here to enter text.

\*TAs/TFs are University of Pittsburgh employees

What type of program are you in? [ ]  masters [ ]  doctoral

Have you previously received an A&S GSO grant? [ ] Yes [ ] No.

 If YES, please indicate the date: Click or tap to enter a date.

 **Application continued on other side.**

**Travel Information**

Name of academic or professional society holding meeting: Click or tap here to enter text.

Title of meeting: Click or tap here to enter text.

Dates of meeting: Click or tap here to enter text. Location of meeting: Click or tap here to enter text.

**Additional Information:**

**Checklist**

For your application to be complete it must include the following materials:

1. [ ]  **Preapply online using** [**A&S GSO Travel Grant Pre-Application**](https://docs.google.com/forms/d/18ZmOyZExKOAnzj5R11oEWpUum7DwgxKdOcCzagpxqtI/edit)**.**

2. [ ]  **Completed Application**

3. [ ]  **Receipts and Expenses**

 [ ] **ALL** expenses must be supported by **ORIGINAL** receipts (note: receipts are not the same as invoices).

 [ ] Please tape any loose receipts to letter size paper for photocopying.

[ ] Please translate any receipts not in English and/or convert any foreign monetary units to US dollars.

\*\*All conversions must be made using the currency exchange for the date of the purchase!

[ ] You may claim mileage ($.55/mi) or gas but not both. To claim mileage, provide a copy of route taken.

 [ ] You will not be reimbursed for more money than you have receipts.

**A note about food**: A&S GSO will reimburse you for food if you have **original, itemized** receipts.

A&S PBC and Alumni will not reimburse you for any food. Contact GPSG directly to inquire about their food reimbursement policy.

4. [ ]  **Proof of participation** (a photocopy of the program listing your talk/poster is the most common)

**Instructions for Paperwork if you have only GSO and/or GPSG funding:** Return application along with receipts in a single pdf to asgso@pitt.edu. Once the admin reviews and verbally approves your application, you will submit your own reimbursement request [online here](https://docs.google.com/forms/d/e/1FAIpQLSfzFPw0b8TgSpjy5ctqC1KOCSndoPYzo4A0qfS49nnwUiYUqg/viewform).

**Instructions for Paperwork if you are Requesting Reimbursement from Multiple Sources**

If you are receiving travel money from multiple sources, you MUST use a have a single Expense Report, submitted after travel is complete, with every receipt for which you request reimbursement noted on the form. If you are receiving money from your department or another source, please have your department or the other office create the expense report in Concur and contact the ASGSO Administrator for our account information. The department or organization which submits the final report should provide a copy to all involved parties for recordkeeping.

Those with reimbursement from multiple sources should begin with the highest applicable level:

1. Department / Advisor / Research Grant

2. CLAS / China Council etc.

3. A&S PBC & Alumni

4. A&S GSO

5. GPSG (825 WPU)

A copy of this application must be submitted to asgso@pitt.edu for our recordkeeping prior to the responsible department or office submitting and expense report.

**Signature**

I attest that the information I have provided on this form is accurate and the expenses I am requesting reimbursement for are valid and conform to the provisions established in the Travel and Business Expense Policy and that such expenses have not been paid through a Business Travel Request, Disbursement Request, Travel Advance or outside organization.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.