# Student Travel Application Form

**Students and Advisors: Please read the Student Conference Attendance and Travel Funding Policy and guidelines on page 2 of this document before filling out this form.**

***Please fill in this form completely. Please type.***

**Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of years in the PhD Program: \_\_\_\_\_\_ Passed written Qualifying Exam** [ ] **Yes** [ ] **No**

**Passed Oral Comprehensive Exam** [ ] **Yes** [ ] **No If No, expected date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 (Month & Year)

**Expected graduation date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 (Month & Year)

**Name of the conference attending (e.g., JSM, ENAR, etc.):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Source of funding to support your travel (select all applicable):**

[ ] Self-fund [ ] External student paper or travel awards [ ] Departmental student travel fund

[ ] Discretionary funds from faculty member (please specify): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[ ] Other (please specify): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[ ] I would like to request additional travel fund from the department or school (*must submit this form by February 15 of the academic year to be considered, subject to availability and meeting of selection criteria*)

**Estimated total amount you request to support your travel:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Role at the conference (select all applicable):**

[ ] Invited talk [ ] Contributed talk [ ] Contributed poster [ ] Serving as student representative at department booth

[ ] Not presenting [ ] Other (please specify): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- |
| **Title of Abstract**  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| **Student’s Name**  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| **Signature**  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| **Advisor’s Name**  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| **Signature**  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| **Approved**  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
|  |  **Department Vice Chair for Education**  |

Form Rev. 01/20/2025

# Guidelines to Support Student Travel

1. After getting all the required approvals and signatures, students need to submit the form to Ms. Helen Chen, the department academic administrator (HEC54@pitt.edu), prior to conference travel.
2. Students are to pay all their conference and travel costs via their personal credit card and/or cash. If funding is approved, they will be reimbursed upon return from the trip with the presentation of all required receipts.
3. It is the student’s responsibility to locate adequate, safe lodging at a reasonable rate. Students are strongly encouraged to share lodging with others. For conferences that provide discounted student housing, students should choose that option unless approved by their advisor for justifiable reasons. Double occupancy should be applied whenever possible.
4. For conferences that span multiple days, students are encouraged to attend the days/activities that are critical to their research and career development. Typically, the department or faculty funds pay for three days for ENAR or four days for JSM.
5. Students will be reimbursed for meal receipts or per diem, whichever is lower. Meals included/pre-paid (as part of the conference or breakfast offered by the hotel, etc.) must be removed from the per diem. Alcohol is not a reimbursable expense.
6. Students will be reimbursed for mileage, parking, and toll if they choose to drive to a conference. In such a circumstance, students are strongly encouraged to carpool whenever possible.
7. Upon return from the trip, please complete the reimbursement request within 2 weeks. Reimbursement can take 4 weeks to process.
8. The University of Pittsburgh, as an educational institution, is generally exempt from sales tax. When paying for goods and services (such as poster printing expenses), please utilize the document at the link below to notify the supplier of The University’s tax-exempt status. As not all restaurants honor tax exemption certifications, there is currently a requirement to present the form for an exemption of sales tax on meals while in travel status.
	1. [Pennsylvania Exemption Certificate (REV-1220) (pitt.edu)](https://www.ppt.pitt.edu/sites/default/files/pa_taxexemptcert.pdf)
9. The rules above are general guidelines. Exceptions are to be determined by the Department Chair.