

Student Travel Award

TRAVEL AWARD GUIDELINES

Funding provided by the School may only be used for the following travel expenses

Transportation

Airfare: You may choose to purchase airline tickets from a Pitt-approved travel agent (<http://www.pts.pitt.edu/Travel/business.html>) or through an online vendor. Please choose whichever option is more economical.

Car: Car rentals are available through the University's Fleet Services. For guidelines & pricing, please visit <http://www.pts.pitt.edu/Autorentals/Autorentals2.html>. To process a rental, you must meet with Marcy Walls.

If you drive your personal car, mileage must be submitted for the exact number of miles traveled to the conference site from the Information Science Building (135 N Bellefield Ave, Pgh PA 15213). The total cost of using a privately owned vehicle including mileage, excess lodging, or other additional cost should not exceed the cost of air transportation. **The operator of his/her privately owned vehicle assumes all responsibilities.**

Other: **Original receipts** for trains, shuttles, taxis, parking and tolls must be submitted

Lodging and Meals

Lodging: If you share a room, please note that reimbursements will only be given to the person whose name appears on the original receipt. The University will not split reimbursements from one or duplicate receipts.

Meals: Meals will be calculated by the amount on the original receipt. Meals are not to exceed the Standard Meal Allowance (**M&IE**) for your destination, please visit <http://www.pts.pitt.edu/Travel/common/perdiem.html>.

Conference Registration Fees

Fees: Original receipts for conference registration **MUST** be included with all other receipts.

Funding DOES NOT cover the following items

- Personal items
- Sightseeing expenses
- Phone calls
- Hotel room/on-flight movies
- Alcohol
- Auto repairs
- Souvenirs
- Baby or pet -sitters

CONTACT INFORMATION

Marcy Walls

stravel@pitt.edu

Information Sciences Building, 5th Floor

AWARD PROCESSING AND PAPERWORK

An award acceptance form will be emailed to you if selected for a Student Travel Award. You must submit the following items before your award will be processed. Please print all materials on single-sided pages and do not staple anything together!

Prior to travel, you must submit

Award acceptance form: This must be submitted to Marcy Walls **at least 5 days** before the start of the conference.

Upon your return, you must submit

The following materials are **due within 5 days** of your return from the conference.

Proof of travel: This includes one of the following; Original transportation ticket stubs, Google map/driving directions, conference badge, etc.

- Original receipts:
- If you are receiving funding from multiple sources (faculty grants, GPSG, student organizations, etc.) submit all receipts to Marcy Walls. Expenses must be entered on a single expense report.
 - Be sure that all receipts are taped to a single-side of an 8.5" x 11" sheet of paper
 - Organize receipts on pages by date
 - Mark the date of receipts at the bottom of the page
 - Credit card statements **may not** be used to support in lieu of receipts.
 - Expenses may be submitted only for the actual dates of conference attendance.
 - **For international travel**, all original receipts must be accompanied with a currency conversion (<http://www.xe.com/>). Example is listed below.

Currency conversion table				
DATE	ITEM	CONVERSION RATE	CANADIAN AMOUNT	US AMOUNT
06/01/08	Motel	\$0.82	\$118.65	\$97.29
06/01/08	McDonald's	\$0.82	\$4.69	\$ 3.85

After you have submitted your paperwork

- You will be notified when an expense report is ready for your signature
- The expense report will be sent to all offices necessary (GPSG, faculty, iSchool Financial Manager, etc.) to gain approval signatures
- After completing and submitting all necessary paperwork, you may be reimbursed up to the amount you were awarded depending on validation of your receipts by Accounts Receivable at the University.
- A reimbursement check will be sent to the address provided on your expense report depending on validation of your receipts by Accounts Receivable at the University.
- The check will be sent out about 2-4 weeks after all offices have signed off on the expenses.