



SHRS Travel Grant Program for Graduate Students

Travel & Business Expense Form (T&B) Instructions

If you have received **conditional approval** for an SHRS Travel Grant prior to travel, you are permitted to submit your T&B expense form and original receipts **after returning from the trip**.

Click on the T&B expense form from the SHRS website <https://www.shrs.pitt.edu/travelgrants/>

- You may fill the form in electronically, but then you must print it out to sign it.

Original receipts. Please tape smaller receipts to the front of 8.5 X 11” sheets. **If you do not submit the appropriate receipts, you will not be reimbursed.** We are bound by the rules of the university and cannot make exceptions. We recommend you save all receipts during your trip. A few of the receipts you can submit:

- ❖ **Hotel bill and/or conference registration fee:** This must be an original with **your name** printed on it and must indicate that you have paid.
- ❖ **Rental car receipts** in **your name** OR personal car mileage OR taxi receipts.
- ❖ **Plane tickets:** The only acceptable receipt (except for e-tickets) is the part stamped “passenger receipt” with **your name** and the cost of the ticket. You must either purchase your ticket through a university-approved agent listed below OR submit a memo explaining why you chose another agency.

Turn in the following forms to Jackie Harden in room 6035 of Forbes Tower

- T&B Cover Sheet
- Signed T&B expense form
- original receipts

T&B Expense Forms, that are signed and include the original receipts will be processed by SHRS as soon as possible after they are received, but you should allow 4-6 weeks for the University to process the payment and send a check. (Note that it may take more than 4 –6 weeks to receive your check if you are applying to both SHRS and GPSG.)

If you are also applying to the **GPSG Travel Grant Program**, please submit the GPSG Travel Grant application and T&B expense form **directly** to GPSG located at <http://pre.gpsg.pitt.edu/services/travel-grants/>

Please contact the SHRS Advisory Board vice president, Catherine Rincon at shrssab@shrs.pitt.edu if you have questions about the travel grant program.