

# SHRS PhD Travel Grant Reimbursement Information

## Reimbursement Form Information

The monetary award for the travel grant fund is given in the form of a reimbursement payment after the conference event. To process your reimbursement, SHRS uses the SORC Reimbursement Form. **You will need to fill out this online form within 30 days of returning from your conference.**

To access the online SORC Reimbursement Form please visit:

<https://tinyurl.com/2019SORCReimbursement>

**OR**

SORC's website (below) and select the first link titled Online Reimbursement Form:

<https://www.studentaffairs.pitt.edu/student-unions/forms>

Before you begin completing the online form, be sure you have the following items:

1. "Congratulations" email you received from SHRS SAB stating you have been conditionally awarded the SHRS PhD Travel Grant in PDF format
2. Original receipts from your conference travel

If you are **not** currently employed by the University of Pittsburgh, you will also need:

3. Completed W9 form in PDF format

A blank W9 form is located on the SHRS Travel Grant webpage:

<https://www.shrs.pitt.edu/current-students/travel-grants>

When filling out the SORC Reimbursement Form, write the following information related the school organization where indicated:

Name of Student Organization: **SHRS SAB**

Business Manager: **Amber Lieto**

Is your organization active with SORC: **yes**

Are the funds requested private or allocated: **Other** & type in **SHRS PhD Travel Grant**

For further instructions from SORC on how to specifically fill out their online Reimbursement Form and how to format online submission of receipts, visit SORC's instructions page: <https://live-studentaffairs-pitt.pantheonsite.io/sites/default/files/assets/Online-Reimbursement-Form-Directions-1.pdf>

Reimbursement Forms, including the original receipts and "Congratulations" email for travel grant, will be processed by SORC as soon as possible after they are received, but you should allow 4-6 weeks for the University to process the payment and disperse your reimbursement. (Note that it may take more than 4 –6 weeks to receive your check if you are applying to both SHRS and GPSG travel grants.)

**PAYMENT NOTE:** If you are a current student employee at the University of Pittsburgh, you will receive your funds through direct deposit. If you are NOT a current student employee, SORC will mail your funds in the form of a check.

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**Please contact the SHRS Student Advisory Board (SAB) Vice President at [shrssab@groups.pitt.edu](mailto:shrssab@groups.pitt.edu) if you have questions about the travel grant program.**

**If you have questions regarding the SORC Online Reimbursement Form, please email SORC at [sorc@pitt.edu](mailto:sorc@pitt.edu).**