

SHRS PhD Travel Grant Reimbursement Information

Reimbursement Form Information

In order to process your reimbursement from your conference travel, SHRS uses the SORC Reimbursement Form. You will need to fill out this online form within 30 days of returning from your conference. In order to complete this online form in its entirety, you will need the following items:

- “Congratulations” email you received from SHRS SAB stating you have been conditionally awarded the SHRS PhD Travel Grant in PDF format
- Original receipts from your conference travel

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

- Completed W9 form in PDF format

On the form, it will ask for your organization’s name. Please fill this box with **SHRS SAB**. The form will also ask for the organization’s Business Manager. Please fill this box with **Jillian Malo**. The form will then ask if the funds are private or allocated. Please check allocated and in the “Other” section, list **SHRS PhD Travel Grant**.

In order to access the online SORC Reimbursement Form please visit:

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

OR

Visit SORC’s website and access the online reimbursement form (listed as number 4):

<http://www.studentaffairs.pitt.edu/sorc/funding/how-to-use/>

For further instructions on how to specifically fill out the online Reimbursement Form and how to format online submission of receipts, visit SORC’s instructions page:

<http://www.studentaffairs.pitt.edu/wp-content/uploads/2018/10/Online-Reimbursement-Form-Directions-1.pdf>

For access to a blank W9 form, please refer to the SHRS Travel Grant website:

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

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.

Please contact the SHRS Student Advisory Board (SAB) Vice President at 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.