

# University of Pittsburgh School of Nursing GNSO



Revised October 30, 2014

## GNSO Travel Grants For Professional Conferences or Workshops

### Explanation of the Pre-Approval Process

- Your travel grant application **must be pre-approved** in order to receive funding.
- In order to have your application pre-approved, you must submit the GNSO Travel Grant Pre-Approval Application along with the requirements listed under the Type of Participation on the GNSO Travel Grant Application to the Treasurer by email or by leaving at the Student Services Office. Make sure if you are leaving forms at the Student Services Office to email the Treasurer that they have been submitted.
- The earlier you submit your pre-approval application, the more likely you will be awarded a travel grant since funding is limited to first-come, first-serve.

### Guidelines:

- Applicants must currently be enrolled as a student in a graduate or professional program at the University of Pittsburgh School of Nursing;
- Graduate students are eligible for a **maximum of two** travel grants during their enrollment at the University of Pittsburgh;
- Your travel grant application must be pre-approved in order to receive funding;
- If your application has been pre-approved by GNSO, please remember to submit a Travel & Business Expense Form and **original** receipts to GNSO **within 30 days** of the conference in order to receive your travel grant award. **Failure to complete this step on time will indicate your forfeiture of GNSO funding;**
- Events taking place in Allegheny County will only qualify for \$50 towards registration fees;
- Students participating in one of the events specified in the Type of Participation on the GNSO Travel Grant Application qualify for a travel grant up to the amount listed next to each category. You must submit proof that you are eligible for an award in that amount;
- GNSO must receive students' T&B forms with multiple department accounts **after** all other contributing university organizations have approved funding;
- GNSO will only reimburse up to the amount a student has been pre-approved for lodging, transportation, and conference-specific expenses only. No reimbursement will be given for food, beverage, souvenir, etc. expense;
- When a Type of Participation, below, requires proof of participation, a copy of the student's conference registration is sufficient. If such documentation is unavailable please contact GNSO to discuss an alternative form of proof;
- When presenting a paper, poster, or musical composition, GNSO requires a copy of the student's abstract or similar proof of work. GNSO reserves the right to display and/or use the work sample in a way it seems fit (including promotional efforts, sharing with other university organizations, and more).

# *University of Pittsburgh School of Nursing GNSO*



**UNIVERSITY FUNDING POLICY REQUIREMENTS:** If you are receiving funding from University sources in addition to GNSO, all reimbursements should be filed on the same T&B form. In most cases, your receipts must add up to the total amount that you received from all sources granting you money. If you do not submit the appropriate receipts, you will not be reimbursed. We are bound by university reimbursement guidelines and cannot make exceptions. 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.

# University of Pittsburgh School of Nursing GNSO

## TRAVEL GRANT PRE-APPROVAL APPLICATION

### Professional Conferences or Workshops

Please print clearly or type. Gray spaces are for administrative use only.

1. Name (Last, First): \_\_\_\_\_
2. School and Department: \_\_\_\_\_
3. Degree you are pursuing: \_\_\_\_\_
4. Conference Name: \_\_\_\_\_
5. Conference Location: \_\_\_\_\_
6. Conference Date: \_\_\_\_\_
7. Student People Soft Number: \_\_\_\_\_
8. Daytime Phone: \_\_\_\_\_
9. E-mail: \_\_\_\_\_
10. Have you received a Travel Grant from the GNSO before? If yes, when? \_\_\_\_\_, \_\_\_\_\_
11. Type of participation: Please indicate the application type and include **all** necessary documents.

Date Received: \_\_\_\_\_

Amount approved: \_\_\_\_\_

Date sent to SORC: \_\_\_\_\_

Treasurer Initials: \_\_\_\_\_

Type of Participation	Required Documents (Please Attach)	Award Amount	Check (X)
Student presenting a paper, poster, or composition either individually or on a panel.	Submit acceptance letter for your presentation <b>and</b> a copy of your abstract or similar proof of work.	\$200	<input type="checkbox"/>
Student attending a national organization meeting as an elected officer.	Required documents same as above.	\$80	<input type="checkbox"/>
Student attending an academic conference.	Required documents same as above	\$80	<input type="checkbox"/>
Student attending an academic conference in Allegheny County.	Required documents same as above	\$50	<input type="checkbox"/>

The items below **MUST BE** completed by the appropriate faculty or staff member at the student's department

GNSO funds are to be used for the benefit of all graduate students, and T+B reimbursements account for over 95% of our expenses. Most students have no alternative sources of funding for scholarly activities, and as such, will generally receive the full reimbursement amount as indicated. GNSO will still reimburse those students who DO have access to other sources of funding, although the amount may be less.

12. Does this student have access to departmental funds which can be used for the above activity?      YES / NO
13. Is this student eligible for reimbursement (partial or whole) through these departmental funds?      YES / NO
14. Has this student received any reimbursement for scholarly activities so far this year?  
If so, how much (apprx)? \$ \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_