

PITT MUSIC GSO: Travel Grant Application, 2014-2015

Please read and follow all of these instructions carefully. You must fill out every section completely and provide all required materials in order for your application to be complete. Reimbursement may take 4-6 weeks following the conference date.

Eligibility Requirements

- University of Pittsburgh Music graduate students completing masters or doctoral programs are eligible for one (1) Music GSO travel grant per academic year, if they are presenting at an academic conference or professional meeting. **\$50 is the maximum amount requested. A total of \$150 per Fall and Spring terms are allotted by the MUSIC GSO.**
- Applicant is required to submit proof of participation at conference or meeting with the travel grant application.
- Grants are available as first come, first served. HOWEVER:
 - Care will be taken to allocate funding for all 4 disciplines (composition, jazz, ethno, musicology) over the academic year.
- Original receipts (not invoices) indicating payment has been made in full must be submitted in order to receive reimbursement. The MUSIC GSO will reimburse for specific food purchases, as long as original receipts are provided.
- Four cycles for MUSIC GSO Travel Grants occur throughout the academic year. Please choose the cycle that is most applicable to your conference date:
 - CYCLE 1: September 1 – October 20 (**for conferences occurring between Nov. 1 – Dec. 31*)
 - CYCLE 2: November 1 – Dec. 20 (**for conferences occurring between Jan. 1 – Feb. 29*)
 - CYCLE 3: January 1 – February 20 (**for conferences occurring between March 1 – April 30*)
 - CYCLE 4: March 1 – April 20 (**for conferences occurring between May 1 – June 30*)
- MUSIC GSO will contact you via email if you are selected for a grant.
- If not selected, you will be added to your cycle's waitlist in the order your application was received.

Please contact the MUSIC GSO President if you have any questions: Jeff Weston at jmw212@pitt.edu .

Contact Information

Today's Date _____ Department _____

Name _____ Social Security Number _____

Do you have Direct Deposit? yes no (Even if you have direct deposit, you must provide an address in case the University needs to mail you a check).

Address to mail the check _____

Email _____ Phone Number _____

Are you a student? yes no Are you an employee* of the University? yes no

Have you ever received a check (other than a paycheck) from the University? yes no

If YES, was the check mailed to the same address (or direct-deposited into same account)?

yes no don't know

Do you have any outstanding advances with the University? yes no

Is this payment to clear an advance? yes no

If YES, what was the date of the advance? _____

*TAs/TFs are University of Pittsburgh employees

Travel Information

Name of academic or professional society holding meeting: _____

Title of meeting: _____

Dates of meeting: _____ Location of meeting: _____

Title of Paper/Presentation/Composition _____

Additional Information:**Checklist**

In order for your application to be complete it must include the following materials:

1. **Completed Application**2. **Receipts and Expenses** ALL expenses must be supported by **ORIGINAL** receipts (note: receipts are not the same as invoices). Please tape any loose receipts to letter size paper for photocopying. Please translate any receipts not in English and/or convert any foreign monetary units to US dollars. **All conversions must be made using the currency exchange for the date of the purchase! You may claim mileage (\$.55/mi) or gas but not both. To claim mileage, provide a copy of route taken. You will not be reimbursed for more money than you have receipts.**A note about food:** MUSIC GSO will reimburse you for food if you have original, itemized receipts.3. **Proof of participation** (a photocopy of the program listing your talk/poster is the most common)**Signature**

I attest that the information I have provided on this form is accurate and the expenses I am requesting reimbursement for are valid and conform to the provisions established in the Travel and Business Expense Policy and that such expenses have not been paid through a Business Travel Request, Disbursement Request, Travel Advance or outside organization.

Signature: _____ Date: _____

**** RETURN COMPLETED APPLICATION TO JEFF WESTON'S MUSIC DEPT. MAILBOX ****