



GSPIA PhD Student Travel Funds – Advisor Approval

Instructions: This form is to be filled out by the student and signed by the student’s advisor in advance of traveling to a conference that the student plans to draw on GSPIA-provided PhD student travel funds for. The aim of doing so is to facilitate conversation between student and advisor regarding conference travel opportunities that will be most beneficial; in signing off on this form, the advisor attests that they view the opportunity as valuable, and that the student is or will be prepared to participate in the conference.

When this form is completed, the student should submit to Gabriel Bretti (gjb64@pitt.edu) and Alisha Cuniff (acuniff@pitt.edu) who will then assist with travel reimbursements (and/or using school-provided travel funds to pay for some aspects of travel, e.g., flights, directly from school funds in advance).

Students can request a total of \$2,000 each academic year. Students have the option of attending a single or multiple conferences, as long as the total cost of all activities does not exceed the maximum. For reimbursements: itemized detailed receipts for all expenses must be included with the completed form and submitted within 30 days after the activity.

This portion to be filled out by student:

Student name:

Conference name:

Conference dates:

Is the student presenting their research at the conference? ___ Yes ___ No

Advisor Signature

Date