

# You've been approved for a GPSG Travel Grant or Travel Award.

## Now, how do you get reimbursed?

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### During Your Travel

#### What GPSG Reimburses

GPSG will reimburse for only certain items:

- Lodging (e.g. hotel)
- Transportation (e.g. taxi, airfare)
- Conference-specific expenses (e.g. registration)

Note that GPSG does not reimburse for food, beverages, souvenirs, or Per Deim, among other things.

#### Save All Receipts

Payment Processing will only reimburse you for things you have receipts for. Therefore, **save all your receipts**.

Frequently Asked Questions:

1. What if I lost my receipt?  
There is another option. You can use your credit or debit card statement as proof of payment. This will be covered in the section on completing your T&B Expense Form.
2. What if I wasn't given a receipt?  
See the answer to "What if I lost my receipt?".
3. What about things without receipts?  
If you are driving to your destination, you can be reimbursed for mileage. This will be covered in the section on completing your T&B Expense Form.
4. What if I don't have a receipt and I paid with cash?  
Without any proof of payment, you cannot be reimbursed for your expense.

## After Your Travel

### I'm being reimbursed by multiple sources

Please read this section if you are being reimbursed by multiple sources. If you are only receiving funding from GPSG, you may skip this section and read the section "I'm only being reimbursed by GPSG".

Your other funding sources should know how to complete the paperwork. If, for some reason, they don't, you can consult the section below, "I'm only being reimbursed by GPSG", on how to fill out the paperwork.

GPSG prefers to receive the reimbursement paperwork last. Please have your other funding sources send the paperwork to us. We will fill out our portion and send it to payment processing. If your other funding sources want a copy of the completed paperwork, we can make a copy and send it to them.

The paperwork can be sent to GPSG at 825 William Pitt Union.

### I'm only being reimbursed by GPSG

Please read this section if you are being reimbursed only by GPSG. If you are receiving funding from multiple sources, you may skip this section (but be sure to follow the directions in the section "I'm being reimbursed by multiple sources")!

**Failure to follow the instructions in this section could add months to your reimbursement process.**

First, download the T&B Expense Form, available at: <http://gpsg.pitt.edu/services/travel>. This will be an Excel file. Open the Excel file in your preferred spreadsheet program. Answer the portions circled in red (and shaded red) in the image below. **Your answers MUST be typed, except for your signature.**





## Frequently Asked Questions:

1. What if I lost my receipts or I wasn't given a receipt?  
Print out your debit card or credit card statement. Black out everything except your name and the expenses you want to be reimbursed for. Be sure to show the date, company/location, and payment amount for each expense.
2. Can I fax or email the completed form?  
Yes, but only under extenuating circumstances. Since the signature must be original (and not copies such as from scans or faxes), it is preferred that you mail or deliver the original T&B form. If you must email or fax your form, please contact GPSG's administrative assistant for more information.

## Being Reimbursed

Once GPSG receives your paperwork, you will be emailed so you know it has been received. Our office can take 10 business days to review your paperwork. Once we are finished with it, it will be sent to the Student Organization Resource Center (SORC). SORC will review the form, checking for clerical errors and other mistakes. They usually take less than 3 business days. Once they are finished with the form, it is sent to Payment Processing, who can take up to 30 business days to process it. If you do not receive your reimbursement within 43 business days (about 2 months), you can contact GPSG to ask for the status of your reimbursement.

**If there are any problems with your paperwork (e.g. the form is not signed, receipts are not included, the form is not typed), it will take longer to be reimbursed.**

If direct deposit is set up with Pitt, your reimbursement will be direct deposited into your account. If you do not have direct deposit set up with Pitt, you will receive a check at the address on the form.

## Example Completed T&B Expense Form

The example expense form below has been filled out as a typical conference trip. All areas shaded in orange have been filled in.

Below is the list of expenses incurred during this fictitious conference trip. These can be found on the second half of the form.

1. Conference registration on March 1, 2014; cost \$100
  - Submit receipt showing cost of registration and proof of payment
  - In the "BUSINESS MEALS/OTHER EXPENSE EXPLANATION" part of the form, explain that this was a conference registration for yourself.

2. Driving to airport in personal car on April 3, 2014; distance 20.3 miles
  - Submit printout of distance traveled (e.g. from MapQuest or Google Maps)
3. Flying to Philadelphia on April 3, 2014; cost \$345.67
  - Submit receipt
4. Taxi to hotel in Philadelphia on April 3, 2014; cost \$13.75
  - Submit receipt
5. Hotel room in Philadelphia (reserved on March 3, 2014) starting on April 3, 2014; cost \$425.50
  - Submit receipt
  - For the date, do not put down when you reserved the room, but the date of your first night

Payee Last Name <b>Doe</b>		<b>Please Review Before Sending</b>		Date Prepared <b>10-Apr-14</b>																			
First Name, MI <b>John, D.</b>		<input type="checkbox"/> Date Prepared is the date this form was completed. <input type="checkbox"/> Typed forms only. Forms are available for download at <a href="http://www.bc.pitt.edu">www.bc.pitt.edu</a> <input type="checkbox"/> Complete all non-shaded areas. <input type="checkbox"/> Account numbers must be current, active, and complete. <input type="checkbox"/> For multiple account numbers, distribute total expense as necessary. <input type="checkbox"/> Expense distribution total must equal total from 2nd page. <input type="checkbox"/> For advances, record Advance Date and amount on "Less Advance Amount." <input type="checkbox"/> Staple original receipts or exception memo to back (no paper clips)-note corresponding line number on receipt. <input type="checkbox"/> Receipts are not required for Per Diem or mileage. <input type="checkbox"/> Payee and Supervisor must sign. <input type="checkbox"/> Questions? <a href="http://www.bc.pitt.edu">www.bc.pitt.edu</a> <input type="checkbox"/> Mail to Payment Processing 3000 CL																					
Soc. Sec. # <b>123-45-6789</b>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Payee Is? (X)</td> <td>Employee</td> <td>Student</td> <td>Other</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">X</td> <td></td> </tr> <tr> <td>Contact For Problems?</td> <td>Payee</td> <td>Preparer</td> <td>Phone (P) Or E-mail (E)?</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">X</td> <td style="text-align: center;">E</td> </tr> </table>			Payee Is? (X)	Employee	Student	Other			X		Contact For Problems?	Payee	Preparer	Phone (P) Or E-mail (E)?			X	E			
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<b>EXPENSE DISTRIBUTION BY ACCOUNT NUMBER (Detail expenses below or on Page 2)</b>																							
Entity	Department	Subcode	Purpose	Project	Reference	Total Expense																	
<b>TOTALS</b>						\$ -																	
Advance Date:		Less Advance Amount		Amount Due Payee		\$ -																	
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<b>PARTIAL PAYMENT Amount due &lt; total expenses listed</b>																							
Answer The Following Questions (X):																							
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I attest that expenses listed here are valid and conform to the provisions established in the Travel and Business Expense Policy and expenses have not been paid through a Business Travel Request, Disbursement Request, Travel Advance or outside organization.																							
Payee signature <i>John D. Doe</i>				Date Signed <b>4/10/14</b>																			
Preparer Name <b>Ryan DeCaro</b>		Phone <b>412-648-7844</b>	E-mail <b>finance.pittgpg@gmail.com</b>																				
Authorizing Name And Title		Phone	E-mail																				
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