

Last updated: 03/31/2019

# CONFERENCE REFUND REQUESTS

There are 2 different types of refund requests:

1. Request for SEC funding only
2. Request for SEC + GPSG funding

## 1. CONFERENCE REFUND REQUESTS - SEC ONLY

SEC allows students up to \$200 / year for conference-related expenses.

All refund requests are due within 14 days of the date on your receipt.

Digital refund request

- A. Go to SORC website (<https://www.studentaffairs.pitt.edu/sorc/>)
  - a. Click on *Forms & Policies*
  - b. Select *“Online Reimbursement Form”*
- B. You will be redirected to a Google form which you should fill in completely, and upload the relevant documents itemized receipts, registration confirmation and/or abstract
  - a. Your business manager is *Eric Nturibi*
  - b. Business manager email is *secf@pitt.edu*
- C. Supporting documents - itemized receipts, abstract, W-9 - to SORC and the SEC within 3 business days
  - a. *Receipts and fees must be itemized and show either “Paid” or “Zero balance.”*
  - b. *W-9 forms may be found on the SEC website. Fill in form if you have never received a refund from SORC or if you have changed your address since you last submitted a W-9. This will need to be taken directly to the SORC office on the 8<sup>th</sup> Floor of William Pitt Union, preferably before the refund request is submitted.*
- D. SORC will send the SEC Finance team the form for approval
- E. Once we approve, you will be sent an email from SORC saying you have been approved

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### *Refund for Gas*

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- A. If you submit a receipt for gas money, the refund request must include **1 additional document**
  - i. Google map showing your route -- **starting point** must be William Pitt Union on Fifth Ave
  - ii. Upload the Google map along with your receipts and other relevant documents onto the reimbursement form
  - iii. Gas and snacks purchases should be made separately

## 2. CONFERENCE REFUND REQUESTS - SEC + GPSG

SEC allows students up to \$200 / year for conference-related expenses. The SEC refunds travel (planes, trains, automobiles, taxis/Uber/Lyft), lodging (hotels, motels, Airbnb), food (snacks, meals), poster printing, and conference fees.

To apply for a GPSG travel grant, go to: <http://gpsg.pitt.edu/services/travel-grants/>

GPSG has very specific instructions for submitting refund requests. When it comes time for you to submit the requested funds, email your request and supporting documents to [secf@pitt.edu](mailto:secf@pitt.edu) using this format:

- *Name*
- *Mailing Address*
- *Phone Number*
- *List of expenses covered by your GPSG travel grant + the total amount requested from them*
- *List of expenses covered by your SEC conference award + the total amount requested from the SEC*
- *Google map if you are requesting money for gas - see "Refund for Gas" above*

Attach itemized receipts (must show "Paid" or "Zero Balance," W-9, abstract, and the email sent by GPSG telling you the amount of your travel grant.

### Questions?

Email us at [secf@pitt.edu](mailto:secf@pitt.edu)