



University of  
Pittsburgh

## **Student Organization Guidance for Traveling for Conferences**

School of  
Pharmacy

### **Travel**

Traveling to regional, state, and national conferences can be important learning, networking, and leadership opportunities for students. Student Organization leaders should provide guidance to organization members on opportunities for travel and available budget to support travel.

For all group travel, two or more students, the Student Organization should work with both their Advisor and Student Program Administrator (Suzanne Mannino) in advance of making travel plans allowing the students to have the portions of their travel that have associated funding to be paid first by the organization budget, then the students will know what is not able to be covered through the organization budget. In this way, students can make clear decisions on travel and have less out of pocket expense when possible.

The Advisor and Student Organization Administrator will also work with faculty and the Dean's Office to ensure faculty and staff attending the conference or event are aware of the students attending and the student organizations are aware of Pitt Pharmacy faculty/staff attendance.

It is also important for student leaders and advisors to talk with members who are traveling about expectations of attendance while at the event and any expected report, documentation after the event to the student membership. Students who travel as a part of a student organization are representing our School to regional, state, and national associations.

### **University Student Organization Resource Center Policies**

Please review the [SORC travel policies](#) in advance of all travel

## Paying for Travel – when supported by the Organization budget:

- **Reimbursement**

- Detailed guidelines regarding University travel can be found at - [University of Pittsburgh Policy - University Travel, Business Entertainment, Honoraria, and Miscellaneous Reimbursable Expenses](#)
- Supporting Documentation
  - For an expense to be reimbursed, a receipt or another form of supporting documentation is required. Receipts/supporting documentation should be legible and provide sufficient detail to support the validity of the expense.
  - For an expense to be reimbursed, it must be incurred by the traveler. A student should not request a reimbursement for an expense made on behalf of another student. Additionally, Venmo receipts or other support showing payment between students is not sufficient documentation for a reimbursement. Only expenses incurred by the student traveling, evidenced by a receipt, will be reimbursed.
- Air Travel
  - Air travel should be the best value coach/economy airfare.
    - Supplemental airline fees like special seat assignments and early boarding will not be reimbursed unless prior approval is obtained.
- Lodging
  - Lodging reimbursements should be supported by a detailed, itemized folio.
    - If a hotel room is being shared by students, it should be requested that the bill be split if multiple students are requesting reimbursement.
- Ground Transportation
  - If a personal vehicle is used, the owner must carry automobile liability insurance and have a valid driver's license.
  - A rental car reimbursement should be supported by a detailed rental contract.
    - Collision or liability insurance purchased through a rental company will not be reimbursed.
  - Traffic violations, parking violations or towing expenses will not be reimbursed.
- Meals when Traveling
  - Actual meal expenses equal to or less than the [Federal GSA Policy Per Diem Guide](#) can be reimbursed.
  - Purchases of alcohol will not be reimbursed.

## Submission of Reimbursement

- IRS Form W-9
  - If a student is **NOT** a University employee, he/she must submit [IRS Form W-9](#) in PDF format annually to receive a reimbursement.
    - The address on the W-9 is where reimbursement checks will be mailed. If a student's mailing address changes, a new W-9 form must be submitted.
  - If a student is a University employee, he/she must make Suzanne Mannino a delegate in Concur.
    - Reimbursements for student employees will be received via direct deposit.

- Travel
  - Travel related reimbursements should be submitted within 30 days of returning from travel.
  - Supporting documentation should be provided to Suzanne Mannion in an organized manner with a completed Student Activities Form. The Student Activities form must be approved by the organization president and/or treasurer. Documentation can be submitted to Suzanne via email ([smm198@pitt.edu](mailto:smm198@pitt.edu)) in PDF format.
- Miscellaneous
  - Non-travel, miscellaneous reimbursements should be accumulated and submitted once per semester or whenever the reimbursement amount exceeds \$50. Miscellaneous reimbursements may also be added to travel reimbursements.
- **Purchasing card (P-card) or Travel card (T-card):** These credit cards can be used for online purchases or purchases made over the phone.

*Written by Abigail Stewart, Class of 2024*

*Reviewed by Pitt Pharmacy Student Organization Staff & Faculty leadership – August 2022.*