

David C. Frederick Honors College
TRAVEL FUNDING REQUEST FOR BPHIL RESEARCH

Student's Name:

PeopleSoft ID Number:

Pitt Email Address (do not provide an email alias):

Expected Graduation Date (month/year):

BPhil Thesis Advisor's Name:

Department:

Email Address

Include the following along with this cover sheet:

1. Details of the research you will be conducting while off campus, including why it is essential for this portion of your research to be done off campus.
2. A letter from your BPhil thesis advisor in support of the off-campus component of your research project, which must include details of how your thesis advisor will provide guidance to you while you are off campus.
3. A detailed estimate of the amount you are requesting for travel and lodging. Provide copies from websites (e.g., Travelocity, Expedia, Trivago, etc.) for your travel dates as verification. Please note that the Frederick Honors College only provides funding toward travel and lodging; the Frederick Honors College does not reimburse for incidentals, such as meals.
4. A copy of the approval of your Global Independent Experiences Agreement from Pitt's Global Experiences Office, which approves your off-campus travel to conduct your project. Please contact Dr. David Hornyak in the Frederick Honors College, to discuss this process.

Return these materials to David Hornyak, Assistant Dean of the Frederick Honors College, by email: hornyak@pitt.edu