

DUKE CONFERENCE TRAVEL AWARD APPLICATION FORM

ELIGIBILITY: Graduate students enrolled in a PhD granting program who have passed the Preliminary exam, submitted the results to Academic Affairs, and are actively participating in a conference (i.e., presenting a paper or poster, or leading a discussion on their research) are eligible. Students are limited to **one conference travel award per fiscal year** (June 1 - May 31). Students attending conferences during the academic year must be registered at the time of the conference and not graduating in the conference term. For summer conferences, students must be registered for the upcoming fall semester, and have been registered for the previous spring semester.

TERMS OF THE AWARD: The Graduate School will provide **70%** of the total expense for registration fees, primary travel, three nights lodging, and meals for four days (up to \$25 a day). The **maximum** amount to be paid by The Graduate School is \$525.00 (70% of \$750) for domestic and \$700.00 (70% of \$1000) for international travel. The applicant's department is responsible for providing the remaining **30% of the total expense**. If the student has received a non-departmental grant for travel, this amount must be deducted from the expenses prior to allocations.

REIMBURSEMENT: Save all **detailed original** expense receipts. **NO ALCOHOL OR SNACK** expenses will be reimbursed. When you return from your trip submit all receipts to your DGSA/PI for processing. The processor must submit reimbursement no later than **30 days** from the date of your return in order for you to receive reimbursement.

INTERNATIONAL TRAVEL: International travelers **must register** travel plans in advance with the Duke Travel Registry. Please review the Travel Policy and complete the [Graduate & Professional Students International Travel Registry](#). Make sure your flight, destination, and passport information is available before logging in. Per the Duke Travel Policy, this process will speed assistance or evacuation in the event of an emergency. **If you are studying abroad and traveling to the US for a conference it is considered international travel.**

TRAVEL AWARD APPLICATION PROCEDURE: Students must complete and submit the following travel award application **30 days** prior to their conference. The application **must** be signed by the Director of Graduate Studies in your department, which also indicates the department's commitment to provide support of up to **30% of the total expenses**. If the applicant's department cannot commit to providing support, the award application **will not** be approved. The application form **must** be accompanied by a 1). A **brief letter of intent** and 2). The submitted **abstract** of the paper or poster being presented. Once complete, submit all documentation to your department administrator, DGSA, or PI for processing. [DGSA Processing Instructions](#).

Name _____	DUID _____	Email _____
Department _____	Dept. Box # _____	
Will you be registered full-time at time of conference? _____	Date Prelim passed _____	
Have you received a Conference Travel Grant in the current fiscal year? _____		
Title/Topic of paper you will be presenting _____		
Conference title _____		
Conference location (city, state) _____	Conference dates _____	
Expenses Details _____		
Registration fee \$ _____		
Primary Travel Expense & Type (air, auto, bus, etc.) _____	\$ _____	
Lodging per night (max of 3 nights lodging) _____	\$ _____	
Food per day (max. 4 days –not to exceed \$25 per day) _____	\$ _____	
Total Expenses \$ _____		
Total Request \$ _____		
Other Awards _____	Type _____	
Applicant Signature _____	Application Date _____	
Departmental Endorsement: This student is endorsed by his/her department & will receive 30% of the allowable expenses from the departmental funds. Please give expected departmental fund code. # _____		
Director of Graduate Studies _____	Date _____	

CONFERENCE TRAVEL AWARD APPLICATION AND REIMBURSEMENT INSTRUCTIONS

The Graduate School will provide 70% of up to \$750.00 (\$525) for domestic and up to \$1000.00 (\$700) for international travel, which includes the student's registration fee, primary transportation to and from the conference, food, and lodging for 3 nights. **If the student doesn't have an award letter prior to leaving, we cannot approve support.**

1) LODGING: The Graduate School will only cover 70% of the cost for **3 nights of lodging**, even if the conference is longer. If, by staying over, the airfare is reduced by more than the cost of an additional nights lodging, we will consider covering an additional day, but ***ONLY if this is discussed in detail with both departments and requested in student's letter of intent.***

2) FOOD: The Graduate School will only provide for **4 days of food** at a maximum of \$25 per day. That amount is for 3 meals a day (Breakfast, Lunch, and Dinner). Gather receipts (groceries can be included). Your department agrees to pay the remaining 30%.

3) OTHER AWARDS: If the student receives a non-departmental award for the conference, it must be subtracted from the TOTAL expenses first and the remaining balance is split 70/30 between TGS and the department or PI.

4) SHARED EXPENSES: The Graduate School expects students to find the most reasonable and economical lodging and transportation. Shared lodging expenses are acceptable; however, separate receipts for shared expenses must be submitted showing the amount **PAID by each student**. If one student pays for another's airline tickets, each students' name must be attached to their ticket. The Grad school does not cover travel advances. The department may issue, if requested.

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SUMMER TRAVEL: Students do not have to be registered for summer to receive a Conference Travel Award in the summer. However, they do need to have been registered during the spring prior to the conference and be registered for the upcoming fall to be eligible for summer travel.

REIMBURSEMENT: Trips prior to May 31st must be processed no later than **6/15** to receive reimbursements. Our code should not be used for prepaid expenses. The department may prepay expenses if they chose and be reimbursed once the conference has ended. Travel expense forms will be done via [Duke@Work](#). The form must be submitted no later than 30 days from the date of student's return in order for them to receive reimbursement.