TGS Conference Travel Walkthrough for DGSA’s

Conference Travel Award applications can be found at:


1. Application form must be submitted to The Graduate School 30 days prior to start of conference (not 30 days prior to the start of the travel)

2. Please make sure the preliminary exam has been passed before applying and submitted results to the Academic Affairs office so that the student record is updated.

3. Applications received after 5/31 will be part of next fiscal year awards, even if the conference takes place before July 1

4. No retroactive applications will be accepted after the conference travel has been completed

5. The DGS signature is required, an abstract of the paper or poster being presented at the conference, and a letter of intent

6. Letter of intent, should explain how the funds will be spent, provide an estimated budget, dates of conference travel and a brief description of the student’s activities at the conference.

7. The bottom of the form must be completed by student and department/program, including a departmental fund code for the student’ Ph.D. program’s contribution to their conference travel

8. Applications lacking any of these required materials will be rejected.

Examples for website: abstract, letter of intent, expense form process will be made available, example award

Submit to the DGSA or PI for the DGS signature, fund code and upload. The DGSA should upload the conference travel fellowship application to Perceptive Content at least 30 days prior to the start of the conference or earlier.

DGSA instructions:

How the DGSA will upload Conference Travel documentation to The Graduate School:

What happens after the DGSA uploads the application to Perceptive Content?

The application goes to The Graduate School Financial Aid office, who reviews the application, checks for passed/completed prelim, the budget, the abstract and the letter of intent to ensure the student is not just attending conference but will be presenting a paper, poster, talk, etc.

Once approved TGS approves and generates an award letter that goes to the student, the DGSA, and the DGS. If the student has not received their award letter before embarking on travel the reimbursement will not be approved.

After the Conference

The student/department has 30 days after the end of the conference to process a reimbursement expense form. The student collects receipts (detailed/itemized receipts including meals with alcohol which will not be covered), if alcohol appears on receipts the price on the receipt will be deducted from the reimbursement. If the students are sharing an expense for anything (hotel, meals, transportation) each student must have a copy of the receipt referencing their name or number of occupants with a breakdown of amounts for each person. Rental cars are covered along with gas (no mileage) and personal car use can only be reimbursed for mileage.

It is not recommended that a student process the reimbursement expense form alone, the DGSA/PI should file or assist with the reimbursements in case there are questions and to insure all allocations are correct. If a student submits reimbursement it cannot be processed or approved until checked by department because the Graduate School and departmental fund codes are used to cover the reimbursement.

How a DGSA/PI submits the reimbursement request for the conference travel fellowship:

Duke@Work - My Info - My expenses - My employees, if the student is in the payroll system they can be located/looked up by student DUID or First and Last Name. Create New Expense Report for OUT OF POCKET EXPENSES, the schema should be Domestic Trip G/L 698600 or International Trip G/L 698700. Please ONLY use these 2 codes with The Grad School Conference Travel fund code 1511008.

If a student is not in payroll system, such as never been hired or active military, then a paper Miscellaneous Travel Expense form must be filled out.

After Submission:

Expense report goes through the approval process via TGS, the dept. and then the student must approve. The system sends an email that tells the student they need to approve, then it goes to Employee Travel for processing which may take up to 60 days to process.
Payment released to bank account associated with comp payroll direct deposit. Please make sure the student is aware that travel reimbursements through Employee Travel and Reimbursement may be taxable, depending on their individual tax status and withholdings.

If the Dept. or PI is owed money for pre-paid items like hotel, airline and registration purchases, students are responsible for reimbursing the department. DO NOT expense any prepaid expenses to The Grad School prior to travel. The award amount can also be JV'd to the department for prepaid expenses after travel by TGS. TGS will not split reimbursements giving one to the department and the other to the student. Either the department or the student will be reimbursed but not both to avoid confusion. **Again if the student is reimbursed and the department is owed funds the student is responsible for repayment if necessary.**

For questions please contact The Graduate School [grad-finaid@duke.edu](mailto:grad-finaid@duke.edu) or [gssfadmin@duke.edu](mailto:gssfadmin@duke.edu)