



Conference Travel Award Application

AWARD APPLICATION PROCEDURE: The application must be complete and submitted **30 days** prior to the conference. Any application received after 5/31 will be considered for the next award year. **No awards will be granted retroactively.** 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 the expected level of support, the award application will not be approved by TGS. The application form **must** be accompanied by a **brief letter of intent** (relevant details of the trip) and the submitted **abstract** of the paper or poster to be presented. Once complete submit all documentation to your department administrator/DGSA/PI for processing. Below is a link to instructions: https://gradschool.duke.edu/sites/default/files/documents/conference_travel_upload_process.pdf.

ELIGIBILITY: Any graduate student enrolled in a Ph.D. granting program who has passed **all parts** of the preliminary exam, submitted the results to Academic Affairs, and is actively participating in a conference (i.e., **presenting a paper or poster, or leading a discussion on their research**) is eligible. Students are limited to **one conference travel award per award 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. **No exceptions will be made.**

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** expenses will be reimbursed. When you return from your trip submit all receipts **to your DGSA/PI** for processing assistance. Trips prior to May 31st must be submitted for reimbursement no later than **6/30** to receive reimbursements. TGS funding 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: <http://www.hr.duke.edu/selfservice>. The form must be submitted no later than **30 days** from the date of your return in order to receive reimbursement.

INTERNATIONAL TRAVEL: International Travelers must now register their travel plans in advance with the Duke Travel Registry. Please review the Travel Policy, complete the Graduate & Professional Students Travel Registration form at <https://travel.duke.edu> and have your flight, destination and passport information available before you log in. Per the Duke Travel Policy, this process will speed assistance or evacuation in the event of an emergency.

Name _____ Duke Unique ID _____ Phone # _____

Department _____ P.O. Box # _____

Will you be registered full-time at the time of the conference? _____ **Date Prelim Exam Passed** _____

Have you received a Conference Travel Award in the current award year? _____

Title/Topic of paper you will be presenting: _____

Conference title: _____

Conference location (City, State): _____ **Conference dates:** _____

Details of Expenses:

Registration Fee: _____

Primary Travel Expense: _____ Type : _____ (Air, auto, bus, etc.)

Food per day: _____ (max. of 4 days - not to exceed **\$25.00** per day)

Lodging per night: _____ (max. of 3 nights lodging)

TOTAL: _____

Other Awards: _____ Type: _____

Total Request: _____

Applicant Signature: _____ Date of Application: _____

DEPARTMENT ENDORSEMENT: This student is endorsed by his/her department and will receive **30%** of the Allowable expenses from departmental funds. **Please give expected department fund code** _____

Director of Graduate Studies: _____ **Date:** _____

Conference Travel Award Application

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 students' registration fee, the primary transportation to and from the conference, food, and lodging for 3 nights. **If the student does not have an award letter prior to the start of the travel, we cannot approve support.** Please make sure your department has received an award letter prior to your departure.

1) LODGING - The Graduate School will only cover 70% of the cost for **3 nights of lodging**, even if your conference is longer than that. If, by staying over, your 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 your 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). Save receipts and keep a meal log. If you choose to purchase groceries or there is a banquet at the conference, the same \$25/day rule still applies. Your department agrees to pay the remaining 30%.

3) OTHER AWARDS - If you receive a non-departmental award for the conference, you must subtract the amount from the **TOTAL** expenses first and the remaining balance is split 70/30 between TGS and your department/PI.

4) SHARED EXPENSES - The Graduate School expects students to find the most reasonable and economical lodging and transportation. Call around and get price quotes and if you can, share lodging expenses if you are traveling with a group instead of individual accommodations. You must submit separate receipts for shared expenses showing the amount **PAID by the student**. Please do not post your expenses on another student's expense report for reimbursement. If they pay for airline tickets, your name must be reflected in your ticket information. It is your choice to reimburse others for any payments once you have received your award. The Graduate School does not cover travel advances. If an advance is needed, please speak with your department.

INTERNATIONAL TRAVEL - International travelers must now register their travel plans in advance with the Duke Travel Registry. Please review the Travel Policy, complete the Graduate & Professional Students Travel Registration form at <https://travel.duke.edu> and have your flight, destination and passport information available before you log in. Per the Duke Travel Policy, this process will speed assistance or evacuation in the event of an emergency.

SUMMER TRAVEL - Students do not have to be registered for summer to receive a Conference Travel Award in the summer. However, you 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 - Save all detailed original expense receipts. **NO ALCOHOL** expenses will be reimbursed. When you return from your trip submit all receipts to your DGSA/PI for processing assistance. Trips prior to May 31st must be submitted for reimbursement no later than **6/30** to receive reimbursements. TGS funding 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: <http://www.hr.duke.edu/selfservice>. The form must be submitted no later than 30 days from the date of your return in order to receive reimbursement.