Conference Travel Expense Summary

Use this form as a coversheet to submit documentation of all expenses incurred while traveling. Provide all information pertinent to accounting for your trip, including your advisor's name, all funding source(s), and all expenses.
The Department can pre-pay your airfare and conference registration. When preparing this form, indicate clearly which expenses were prepaid (include all email receipts) and which ones you are submitting for reimbursement. List expenses in date order and arrange receipts to match. Email as a single PDF to Alison.
Special note: Meal receipts need to show itemization and the tip must show in order for it to be reimbursed. Alcohol may not be reimbursed, and meal receipts that include alcohol may not be reimbursed.

Payee:	**Unique ID:**	

TRAVEL DETAILS (all fields required)

Trip Dates:	From:	To:
Time of departure from home or Duke (circle one):		
Time of return to home or Duke (circle one):		

Conference name and city, state of venue:

Paper Title:	
Poster Title:	

Did you receive any awards towards your expenses?

	Amount		Amount
Conference Grant		Graduate School Grant	
Department Travel Grant		Other Grant	

FACULTY ADVISOR COVERING EXPENSES

Name:

RECEIPT DETAILS

Date	Receipt Amount	Description (Breakfst, Lunch, Dinner, Taxi, Parking, etc)	Paid by Duke Credit Card (CC) or to be reimbursed?	Currency if not USD

Special Notes: