## **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:			<u> U</u>	Inique ID:		
TRAVEL DET	AILS (all fi	elds required)				
Trin Dotoo	From		То:			
Trip Dates: From:  Time of departure from home or Duke				1		
11111		return to home or Duke				
Conforance no		y, state of venue:	(circle one).			
Conference na	and cit	y, state of vertue.				
Paper Title:						
Poster Title:						
	ve anv awa	ards towards your exp	enses?			
,		Amount	] [		Amount	
Conference Grant			Graduate School Grant			
Department Travel Grant			Other Grant			
FACULTY ADVISOR COVERING EXPENSES						
	VISUR CU	VERING EXPENSES				
Name:						
RECEIPT DET	ΓAILS					
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:						
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