

Traveling to a conference, meeting or other university/grant sponsored event? Follow these guidelines to ensure successful reimbursement for your trip.

1. Determine if you are eligible for the [Department](#) and/or [Grad School Travel Award](#). Once you are eligible, you are allowed one of each per fiscal year (Graduate School deadline for submitting is June 15<sup>th</sup> for FY end date June 30<sup>th</sup>). Fill out one or both of the applications and turn in to Graduate Program Assistant ([alison@cs.duke.edu](mailto:alison@cs.duke.edu)) or [dgs@cs.duke.edu](mailto:dgs@cs.duke.edu). Pay attention to the application deadlines! Be sure to include a letter of intent and abstract with the Grad School Application.
2. Make sure you will be funded by your advisor for your trip as well. If you are on fellowship or an internship, we will need to get special permission to fund you if travel is to be funded by a research grant.
3. The Graduate Program Assistant can help pay up-front costs of the conference by paying for conference registration and airfare. As an alternative, you can pay these expenses yourself, but you will not be able to request reimbursement until after the conference is over. When you return you will include receipts of all of your conference expenses in one report that you will submit to the Graduate Program Assistant.
4. Save all of your receipts! Be sure to submit *ITEMIZED RECEIPTS*. We can only reimburse itemized receipts! We *CANNOT* reimburse any receipt that includes alcohol. If you have alcohol, keep payment separate. Make sure you get your hotel folio. Any charges on the hotel folio that are beyond the overnight stay must be accounted for as an itemized receipt, e.g., room service.
5. When submitting your [expense report](#), order your receipts and entries by date and time. Scan & submit as a self-contained PDF file whenever possible (*no zip files!*) Email the expense report to the Graduate Program Assistant.
6. Depending on your travel times, you are allowed 3 meals a day (breakfast, lunch & dinner). Snacks (outside of meals) cannot be reimbursed. Beverages (outside of meals) can be reimbursed; i.e., coffee, soda, water. You can only be reimbursed for your meals. Request separate checks if dining with other people. Please see Duke's travel website for [domestic travel](#) & [foreign travel](#) rules regarding meals.
7. Airfare must be purchased through a U.S. airline. Do not purchase tickets through discounted agencies like Expedia, Kayak, Travelocity, etc.
8. Unallowable expenses include upgrades above coach on airfare, car or train, wireless fees, travel insurance & additional meals if already included in conference registration fee.
9. Turn in your expense report within 30 days from the return of your trip.
10. Do not throw out your receipts until you have approved your expense report through the [work@duke](#) portal. Once the Graduate Program Assistant has submitted your report you will be able to approve the expenses or send back for corrections.

Keep in mind that you are traveling on other people's money, either the University's or the federal government. Both institutions require:

- The least cost
- Specific accounting and proof of payment for each expense
- That each travel expense be related to the business purpose of the institution

If you are traveling internationally, the same rules apply **plus** you will need to register your travel through our website, <https://travel.duke.edu/> .

Remember airfare must be purchased through a U.S. Flag carrier or Open Skies. We recommend booking through Delta, United or American OR use a Duke approved travel agent.