

# Conference Travel Award Application and Guidelines

**AWARD APPLICATION PROCEDURE:** The application must be complete and submitted at least one month (30 days) prior to the date of the conference. **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 **30% of the total expenses.** The application form **must** also be accompanied by a **brief letter of intent** (with relevant details of the trip) and a **brief abstract** of the paper or poster to be presented at the conference. Once complete submit to: The Graduate School Office of Budgets and Finance, box number 90061 at 2127 Campus Dr.

**ELIGIBILITY:** Any graduate student enrolled in a Ph.D. granting program who has passed **all parts** of the Preliminary exam, submitted the prelim results to Academic Affairs, and is actively participating in a conference (i.e., presenting a paper or poster, or leading a discussion) is eligible. Students are limited to **one conference travel award per fiscal year** (July 1-June 30). Students attending conferences during the academic year must be registered at the time of the conference. 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 for domestic and \$700.00 for international travel. The applicant's department is responsible for providing **30% of the total expense** for registration fees, primary travel, three nights lodging, and meals for four days (up to \$25 a day). If the student has received a non-departmental grant for travel, this amount must be deducted from the request. If the applicant's department cannot commit to providing **30% support**, the award application will not be approved by The Graduate School.

**REIMBURSEMENT: Save all original expense receipts.** When you return from your trip, you may submit a Travel Expense Form first to your Department for signatures and then to The Graduate School for the appropriate charge code and allocations. Your submission may also be made electronically via Duke@Work travel expense form at: <http://www.hr.duke.edu/selfservice> by you or your department. The Travel Expense Form must be submitted no later than 1 month from the date of the conference. If you need an advance on this grant, please submit a Travel Advance Form to the Bursar's Office through 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://eruditio.aas.duke.edu/international/>, 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 \_\_\_\_\_ 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 Grant in the current fiscal 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: \_\_\_\_\_

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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 for 4 days (not to exceed \$25.00 per day), and lodging for 3 nights. **However, the final amount is not determined until the Graduate School receives a Travel Expense Form from the department with attached receipts.**

**1) Conference Registration Fee** - The Graduate School will pay 70% of your registration fee to attend the conference. Your department agrees to pay the remaining 30%.

**2) Primary Travel** - The Graduate School will only cover 70% of the cost for the **primary means of transportation** to and from the conference. Your department agrees to pay the remaining 30%. Taxi's, shuttles, etc. are NOT included as primary travel.

**3) 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 on a Saturday, 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 and requested in your letter of intent. Your department agrees to pay the remaining 30%.

**4) Food** - The Graduate School will only provide for **4 days of food** at a maximum of \$25 per day. Save receipts and keep a meal log. If there is a banquet at the conference, the same \$25/day rule still applies. Your department agrees to pay the remaining 30%.

**5) Other Awards** - If you receive a non-departmental award for the conference, you must list it and subtract it from the TOTAL line.

The Graduate School expects students to find the most reasonable and economical lodging and transportation. Call around and get price quotes. Do not forget to ask about any taxes that may be charged. If you can, share a room instead of getting a single.

**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://eruditio.aas.duke.edu/international/>, 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.