Overview
- All students must submit to the DGS office their application and Chemistry travel request form no later than 30 days prior to travel.
- The Graduate School will provide an advance for 70% of your budgeted travel cost or $525 (domestic)/$700 (international). *Whichever is less
- The Chemistry Department will match the funds received from the Graduate School (example: The graduate school provides $525; the department will also provide $525 = a total of $1,050). Any remaining funds needed will need to be provided by the student’s PI. A fund code confirmed by the PI will be needed when the application is submitted to the DGS office or DGSA.
- Any additional approved cost from the trip will either need to be paid directly from the PI or will be reimbursed post-travel.

Lodging & Hotel
- If a portion of your travel is being paid on sponsored funds, please review the GSA rates for the city you are traveling to.
- Hotel costs will cover the dates of the conference as well as 1 day before and 1 day after the event.
- An Airbnb (or short-term rental) should only be used when cheaper than standard hotel pricing. Some additional fees (including pet fees) will not be covered.
- If sharing rooms, please list the names on the receipt Folio when submitting for reimbursement.

Travel
- Allowable forms of travel include airfare, personal car (mileage), or rental car. Uber/Lyft/taxi/bus/train receipts can also be submitted for reimbursement.
  - Airfare:
    - Economy flights only.
    - Travel insurance will not be covered.
    - No more than 2 checked bag fees will be covered.
  - Rental Car:
    - You may only submit gas receipts when using a rental car. The person whose name is on the rental contract will be allowed to turn in gas-related receipts.
    - Rental car insurance is not an allowable expense.
    - Duke has a partnership with Hertz Rental Cars. See the Duke Procurement website for more details.
  - Personal Car:
    - Mileage will be provided when driving a personal vehicle for Duke travel. Receipts for gas, tolls, or other car-related expenses will not be reimbursed.
    - When providing mileage, attach a Google maps document showing the mileage for the trip. Always check the most current Duke mileage rate when calculating miles.
    - For longer distances, if selecting to use a personal car, the mileage reimbursement will be limited to the cost of an average flight during that travel period.

Receipts
- Save and/or take photos of ALL receipts, both for any travel advance or reimbursement expenses.
- Meal receipts must be itemized to show the items purchased and include the receipt showing payment.
- Snacks and alcohol are not allowable expenses and will not be reimbursed.
For hotel receipts, include the FINAL “Folio” itemized receipt given once checking out of the hotel. Confirmation emails will not be accepted. If you do not receive it, please contact the hotel, and they will be able to provide one for your stay.

Conference registrations must show proof of the payment made. Registration confirmation without cost will not be accepted.

**International Travel**
- Duke Travel Registry must be completed for international travel. ([Global Administrative and Travel Support](#))
- International travel will receive a daily per-diem.
- To determine international conversation rates use the [OANDO conversation calculator](#) based on the date of purchase.

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### Pre-Travel & Travel Advances (minimum 30 days prior to travel)

- Complete the [Conference Support Award Application](#) ([notes for filling out the form](#))
- Complete the [Travel Advance Form](#) ([notes for filling out the form](#))
- Prepare a one-page abstract
- Write a letter of intent ([sample letter](#))
- Submit all documents via email to DGS ([chem-dgs@duke.edu](mailto:chem-dgs@duke.edu)) for review, approval, and submission to the Grad School or [schedule an in-person or virtual check-in](#) to review documentation.
- Advances are processed directly from the Graduate School and will **only** be for 70%, $525, or $700 via direct deposit within 5-7 business days after approval.
- You will not be able to use the PI procurement card for any items you plan to use for your TGS travel advance funds. You may **only** use their card for the portion of the travel covered by PI funds.

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### Travel

- Keep track of all receipts. To reduce lost receipts, take photos of the receipts.
- Check with the hotel prior to check-out to receive the final folio receipt that includes a breakdown of all charges and taxes.
- Enjoy the conference!

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### Post-Travel, Reimbursement & Expense Reports

- Within 5 days of returning, submit all receipts and a completed [Travel Expense Form](#) to the DGSA via email.
  - Review [instructions for completing the Travel Expense Form](#) or review [sample forms](#).
  - Ensure all receipts match all items listed on the expense report.
  - If PI funds are being used, the PI must sign off on the expense form.
- If the student owes funds back to Duke, those charges will be billed to the student’s bursar account.
- Additional approved reimbursement from the department or PI will be processed, and funds will be direct deposited to the student.