

Chemistry Department Graduate Student Guidelines

Updated: 05.09.2023

Travel Policies & Procedures

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.

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- ❖ 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.

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) 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.

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!

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.