



Conference Travel Award Checklist

Student Name: _____

At least 30 days prior to your travel:

1. Complete the [Conference Support Award Application](#)

- While completing the form, and before you submit it to the DGS office:
 - Share the 'expense detail' information in the application, and discuss with your PI the fund code to be used to cover the 30% not covered by the graduate school
 - Have PI signed here to acknowledge the use of the code:

 - **IMPORTANT** – Your PI's P-card **cannot** be used to purchase **your airfare or any other** expenses associated with your trip

2. Complete the [Travel Advance Form \(duke.edu\)](#)

3. Prepare a one page abstract and [letter of intent](#) as noted on the application form (paragraph 3)

4. Complete and submit all the documents listed above along with this signed checklist to chem_dgs@duke.edu for DGS review, approval, and submission to the grad school.

IMPORTANT – "TRAVEL ADVANCE: Students will receive the Graduate School portion of the conference travel award in advance via direct deposit 5-7 business days after approval. **Save all itemized original expense receipts.** NO ALCOHOL OR SNACK expenses will be covered."

After your travel, and no later than 5 business days after returning:

1. Complete, sign, and submit the [Travel Expense](#) Form and **all** receipts listed to the DGSA as soon as possible for submission to the graduate school

NOTE: Receipts not listed or missing will be the responsibility of the student to handle

IMPORTANT – "**STUDENT BURSAR ACCOUNT:** The ET&R process by which the travel advance is awarded is to provide the funds to the students in advance by direct deposit, and the advance amount will appear as a debit line item on the student's bursar account. Once the student submits all receipts and the travel expense form post-travel, the debit line item will be cleared. **Failure to submit or late submission of these documents will result in the debit remaining on the student's account, which may lead to registration blocks and/or diploma hold.** Students cannot apply for additional travel advances until it is travel advance debit is cleared."

Thank you!

Student signature: _____

Date: _____