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: ___________________