

# Instructions for Completing Expense Report for Graduate Travel Awards

Department of Chemistry

*Updated: 08/01/2022*

*Information on the Graduate Travel Award Process is located on the  
[Duke Graduate School Website](#).*

# SAMPLE TRAVEL EXPENSE FORM - EXAMPLE

This is an example of a student who has received a grad travel award and is traveling domestically. The student received an advance for a portion of their travel expenses from the grad school, and the remainder is being covered by their PI. The PI has also purchased the registration fee on

➤ What information is needed to fill out this form?

- ✓ All receipts from your travels. (lodging, travel, meals, other) alcohol and snacks are not covered expenses.
- ✓ The fund code(s) and distribution cost from your PI that is being used to cover any expenses not covered by the travel award. **ONLY** your PI will be able to provide this information. It should also have been listed on your initial application for these awards.
- ✓ If driving - google maps with mileage listed.



# SAMPLE

<b>A. GENERAL INFORMATION:</b>		DUKE UNIQUE ID: XXXXXX		PAYEE NAME: Jack Smith		Employment/Student Status Check appropriate box below:																
Departure Date: 6/20/2022	Time: 12:00pm	Domestic - 698600		X	Destination: Asheville, NC	Non-Exempt (Biweekly-UB)																
Return Date: 6/23/2022	Time: 5:00pm	International - 698700			Country: USA	Exempt (Monthly-UM)																
Purpose of Trip: Conference on the Study of Fun Facts		Development Domestic - 699000			Region:	Non-Comp (MWE-UA)																
		Development International - 699100			Trip Activity Type: S-Conference	X Registered Duke Student																
<b>B. DISTRIBUTION OF CHARGES:</b> List the cost object(s) for distribution and indicate the percent to distribute to each. Include cost indicator and company code.																						
Cost Object: XXX-XXXX	Dist (%): 50.00	Cost Indicator: C	CC: 0010	Cost Object:	Dist (%):	Cost Indicator:	CC:															
Cost Object: XXX-XXXX	Dist (%): 50.00	Cost Indicator: W	CC: 0010	Cost Object:	Dist (%):	Cost Indicator:	CC:															
<b>C. REGISTRATION AND TRANSPORTATION EXPENSES:</b>																						
Mileage Reimbursement:	Vehicle Type: P	Total # of miles: 444	Mileage rate for vehicle type: 0.585	Total Mileage Cost	259.74																	
Registration: 900.00	Exp Type: REG-Registration	Airfare:	Exp Type:	Rental Vehicle:	Exp Type: 900.00																	
Parking: 50.00	Exp Type: PK-Parking	Taxi:	Exp Type:	Other Transportation:	Exp Type: 50.00																	
<b>D. MISC. DAILY EXPENSES</b>																						
Enter trip dates		6/20/25	6/21/22	6/22/22	6/23/22	OPTIONAL																
Expense Type	Rec#	Amount	Rec#	Amount	Rec#	Amount	Rec#	Amount	Rec#	Amount	Rec#	Amount	Rec#	Amount	Rec#	Dist%	Cost Object	CI	CC			
698600-Lodging		150.00		150.00		150.00															450.00	
698600-Breakfast				10.00		10.00		10.00														30.00
698600-Lunch				10.00		10.00																20.00
698600-Dinner		25.00		25.00		25.00																75.00
698600-Internet Access Fees		5.00		5.00		5.00																15.00
OT=Other Expenses				36.00																		36.00
																						-
																						-
																						-
Foreign Travel Per Diem in lieu of documentation:		Meal&Inc. Rate:		Lodging Rate:		# of days meals		# of days lodging														-

- Instructions are intended for graduate students who have received a graduate travel award from The Duke Graduate School **ONLY!**
- For assistance with processing graduate travel NOT associated with the DGS, please contact Angel Walker for processing instructions at [angel.walker@duke.edu](mailto:angel.walker@duke.edu).

## Completing Section – A

Students will either select domestic or international.

<b>A. GENERAL INFORMATION:</b>		<b>DUKE UNIQUE ID:</b>	XXXXXXX		<b>PAYEE NAME:</b>	Jack Smith		<b>Employment/Student Status</b>
								Check appropriate box below:
<b>Departure Date:</b>	6/20/2022	<b>Time:</b>	12:00pm	<b>Domestic - 698600</b>	<input checked="" type="checkbox"/>	<b>Destination:</b>	Asheville, NC	<input type="checkbox"/> Non-Exempt (Biweekly-UB)
<b>Return Date:</b>	6/23/2022	<b>Time:</b>	5:00pm	<b>International - 698700</b>	<input type="checkbox"/>	<b>Country:</b>	USA	<input type="checkbox"/> Exempt (Monthly-UM)
<b>Purpose of Trip:</b>	Conference on the Study of Fun Facts			<b>Development Domestic - 699000</b>	<input type="checkbox"/>	<b>Region:</b>		<input type="checkbox"/> Non-Comp (MWE-UA)
				<b>Development International - 699100</b>	<input type="checkbox"/>	<b>Trip Activity Type:</b>	S-Conference	<input checked="" type="checkbox"/> Registered Duke Student

## Completing Section – B

This is the distribution of these charges across the fund codes. Which should always add up to 100%.

Always select S- Conference from the drop-down list.

Always select "Duke Student"

<b>B. DISTRIBUTION OF CHARGES:</b> List the cost object(s) for distribution and indicate the percent to distribute to each. Include cost indicator and company code.										
<b>Cost Object:</b>	1	XXX-XXXX	<b>Dist (%):</b>	50.00	<b>Cost Indicator:</b>	C	<b>CC:</b>	0010	<b>Cost Object:</b>	3
									<b>Dist (%):</b>	
<b>Cost Object:</b>	2	XXX-XXXX	<b>Dist (%):</b>	50.00	<b>Cost Indicator:</b>	W	<b>CC:</b>	0010	<b>Cost Object:</b>	4
									<b>Dist (%):</b>	
									<b>Cost Indicator:</b>	<b>CC:</b>

List here the fund code(s) that you should receive from PI. You can list up to 4 fund codes on this document.

All chemistry codes will be "0010".

Cost Indicator – select either C or W

- List "C" for Cost Center
- List "W" for WBS (2xxxxxx-3xxxxxx Current Restricted Funds)

# Completing Section – C

**Current 2022 Mileage Rates**  
 Jan. – June = 0.585  
 July – Dec. = 0.625

When driving your personal car, you do **NOT** need to provide any receipts for gas. You will receive a mileage rate based on the miles driven.  
 \*Tolls will need to be covered below under misc. expenses and receipts will be needed.

Select mileage rate drop-down based on the travel date.

Totals row will automatically calculate

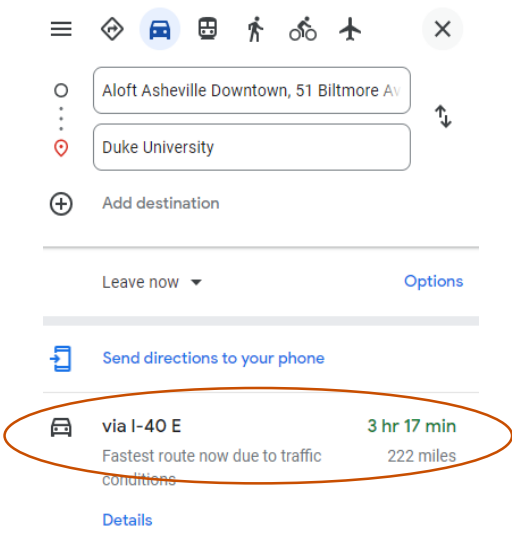
C. REGISTRATION AND TRANSPORTATION EXPENSES:											TOTAL
Mileage Reimbursement:		Vehicle Type:	P	Total # of miles:	444	Mileage rate for vehicle type:	0.585	Total Mileage Cost			259.74
Registration:	900.00	Exp Type:	REG-Registration	Airfare:		Exp Type:		Rental Vehicle:		Exp Type:	900.00
Parking:	50.00	Exp Type:	PK-Parking	Taxi:		Exp Type:		Other Transportation:		Exp Type:	50.00

List the overall cost of any program registration here. Even if this cost was already covered or purchased by your PI.

Select "P" when driving your personal car.

Expense type = select from the drop-down menu.

\*Add the round-trip mileage of the trip. PDF a copy of google maps direction with mileage listed to submit with this form in place of receipts.



## Completing Section – D

Use dropdown menu to select type of expense

Add in all dates of travel. If more than 1 week, see the note below\*.

For each expense type list, the daily total in the "amount" section.

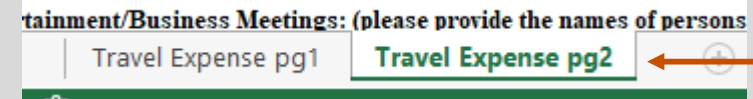
NOTE: Reference the [DGS website](#) for the details on allowable expenses.

Totals row should auto populate

D. MISC. DAILY EXPENSES														OPTIONAL							
Expense Type	Date		Date		Date		Date		Date		Date		Date		Cost Distribution for Individual Receipts						
	Rec#	Amount	Rec#	Amount	Rec#	Amount	Rec#	Amount	Rec#	Amount	Rec#	Amount	Rec#	Amount	Rec#	Dist%	Cost Object	CI	CC		
698600-Lodging		150.00		150.00		150.00															450.00
698600-Breakfast				10.00		10.00		10.00													30.00
698600-Lunch				10.00		10.00															20.00
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																					-
																					-
Foreign Travel Per Diem in lieu of documentation:			Meal&Inc. Rate:			Lodging Rate:			# of days meals			# of days lodging									-

For expenses that do not have a set category use "OT".  
Example: Printing charges from a hotel.

\*Note: If your travel is longer than 1 week, please add additional dates and expenses on the 2<sup>nd</sup> travel expense page. It will bring the totals over to the front page.



# Completing Totals Section

Include a note to describe any charges listed as other "OT"

Enter the total of expenses that were already paid for on a corporate card by the PI.

Should auto calculate to include all charges for the trip regardless if covered by advance or pre-paid by PI.

<b>For Entertainment/Business Meetings: (please provide the names of persons attending, their business relationship to Duke, and the business purpose)</b>			<b>E. REIMBURSABLE EXPENSES</b>	
Other - expense is for printing charges for conference presentation			<b>TOTAL EXPENSES</b>	1,835.74
<b>G. APPROVALS</b>			<b>Less excess of departmental allocation or amount reimbursed by non-Duke sources</b>	
I certify I have expended the amounts shown above for travel as indicated. The items were taken from records kept by me and, to the best of my knowledge, are correct. If chargeable to a grant or contract funded by an agency other than Duke, I certify the claimed travel expenses were by the most economical method and comply with the conditions of the grant or contract. Any expenses which included alcohol have been identified and have not been charged to a grant or contract. If I receive reimbursement from an external party for any portion of these expenses, I agree to return the funds to Duke.			900.00	
			<b>TOTAL REIMBURSABLE EXPENSES</b>	
			935.74	
			<b>F. Less TRAVEL ADVANCE issued to Employee Being Reimbursed</b>	
			525.00	
<b>Payee signature</b>			<b>AMOUNT DUE DUKE</b> (if advance > charges)	
			-	
<b>Department</b>			<b>AMOUNT DUE PAYEE</b> (if advance < charges)	
			410.74	

Your signature

Should be signed by PI.

Enter the amount you received as part of your travel award budget advance.

Total due back to grad school, or due to student. This will pull over any additional dates from page 2.