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](https://www.duke.edu/).*
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 development.

- 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.

**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.**
### Completing Section – A

**Students will either select domestic or international.**

<table>
<thead>
<tr>
<th>A. GENERAL INFORMATION:</th>
<th>DUKE UNIQUE ID:</th>
<th>XXXXXXXX</th>
<th>PAYEE NAME:</th>
<th>Jack Smith</th>
<th>Employment/Student Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departure Date: 6/20/2022</td>
<td>Time: 12:00pm</td>
<td>Domestic - 698600</td>
<td>X</td>
<td>Destination: Asheville, NC</td>
<td>Non-Exempt (Biweekly-UB)</td>
</tr>
<tr>
<td>Return Date: 6/23/2022</td>
<td>Time: 5:00pm</td>
<td>International - 698700</td>
<td>Country: USA</td>
<td>Exempt (Monthly-UM)</td>
<td></td>
</tr>
<tr>
<td>Purpose of Trip:</td>
<td></td>
<td>Development Domestic - 699000</td>
<td>Region:</td>
<td>Non-Comp (MWE-UA)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Development International - 699100</td>
<td>Trip Activity Type: S-Conference</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Completing Section – B

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

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

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

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

**Always select “Duke Student”**

**Cost Indicator – select either C or W**
- List “C” for Cost Center
- List “W” for WBS (2xxxxxx-3xxxxxx Current Restricted Funds)

**All chemistry codes will be “0010”.**
Completing Section – C

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

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.

<table>
<thead>
<tr>
<th>Mileage Reimbursement:</th>
<th>Vehicle Type:</th>
<th>Total # of miles:</th>
<th>Mileage rate for vehicle type:</th>
<th>Total Mileage Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration: 900.00</td>
<td>P</td>
<td>444</td>
<td>0.585</td>
<td>259.74</td>
</tr>
<tr>
<td>Parking: 50.00</td>
<td>Exp Type: PEG-Registration</td>
<td>Exp Type: PK-Parking</td>
<td>Taxi:</td>
<td>Exp Type:</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Select “P” when driving your personal car.

Expense type = select from the drop-down menu.

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

Totals row will automatically calculate

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

*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.
- Totals row should auto populate.
- NOTE: Reference the DGS website for the details on allowable expenses.

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 2nd 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 be PI.

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.