Conference Support Application and Expense Reporting

Applying for Conference Support
(Before the Conference)

To apply for conference support, the student submits the following to the DGSA:

- Conference support application form
- Travel Advance Form
- Letter of intent
- Abstract

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DGSA uploads all the application material to Perceptive Content.

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The Graduate School's Office of Financial Aid reviews the material for compliance and fills in the TGS code and the authorized amount on the travel advance form.

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The Graduate School submits all documentation to Employee Travel & Reimbursement (ET&R)

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ET&R releases the authorized advance payment.

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The student receives the advance payment via direct deposit 5-7 days after ET&R processes it. A debit line for that amount is added to student's bursar account.

Award Information:
gradschool.duke.edu/conference-support

Questions:
grad-finaid@duke.edu

Reporting Expenses
(After the Conference)

After the travel or event, the student submits all receipts and a completed Travel Expense Form to the DGSA.

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Within 20 days from the end of the travel or event, the DGSA submits the student's receipts and expense form to The Graduate School. DGSA should include on the expense form exactly how much of the expenses will be covered by the departmental code.

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The Graduate School reviews the documentation to confirm allocation between the TGS conference travel code and the departmental code is correct.

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The Graduate School submits the finalized travel expense form and the receipts to ET&R.

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ET&R charges the TGS conference travel code.

- If reported expenses match or exceed the amount of the advance payment, the debit line item on the student's bursar account is cleared.
- If reported expenses are less than the advance payment, the difference remains on the student's bursar account, and the student must repay it.

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ET&R processes the department code for the amount authorized on the Travel Expense Form and provides the reimbursement of the departmental portion to the student as a direct deposit.