

## CONFERENCE SUPPORT AWARD APPLICATION

**ELIGIBILITY:** Graduate students enrolled in a PhD granting program who have passed the Preliminary exam, submitted the results to Academic Affairs, and are actively participating in a conference (i.e., presenting a paper or poster, or leading a discussion on their research) are eligible. Students are limited to one conference travel award per fiscal year (July 1–June 30). Students attending conferences during the academic year must be registered at the time of the conference.

**Very important!**

**TRAVEL AWARD APPLICATION PROCEDURE:** Students must complete and submit the below travel award application and accompanying documentation to their department administrator, DGSA, or PI for processing **30 days prior to the start of the conference.**

The application form must be accompanied by a 1) [Travel advance form](#) 2) A brief letter of intent and 3) The submitted abstract of the paper or poster being presented. The department's Director of Graduate Studies must sign the application and indicate the department's commitment to provide support of up to 30% of the total expense. If the applicant's department cannot commit to providing support, the award application will not be approved by The Graduate School.

**TERMS OF THE AWARD:** The Graduate School will provide 70% of the total expense, or \$525.00 for domestic travel, whichever is less (up to \$700 for international travel). The applicant's department is responsible for providing the remaining 30%. If the student has received a non-departmental grant for travel, this amount must be deducted from the expense prior to allocations.

**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.** When you return from your trip submit the [travel expense form](#) and all receipts to the department's DGSA for completion. The DGSA must forward the completed travel expense form and receipts to [natalia.provorov@duke.edu](mailto:natalia.provorov@duke.edu) for processing no later than **20 days** from the date of return.

**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.

Name \_\_\_\_\_ DUID \_\_\_\_\_ Email \_\_\_\_\_

Department \_\_\_\_\_

Will you be registered full-time at time of conference? \_\_\_\_\_ Conference Dates: \_\_\_\_\_

Have you received a Conference Travel Award in the current fiscal year? \_\_\_\_\_

Title/Topic of paper you will be presenting \_\_\_\_\_

Conference title \_\_\_\_\_



**Expenses Details:**

\$500.00 max for domestic conferences;  
\$700.00 max for international conferences

Registration fee \$ \_\_\_\_\_ Airfare \$ \_\_\_\_\_ Lodging \$ \_\_\_\_\_ Meals \$ \_\_\_\_\_

Total Requested \$ \_\_\_\_\_ Other Awards \$ \_\_\_\_\_

**Student Endorsement:** The student is responsible for submitting all receipts and the travel expense form to the DGSA as soon as possible after travel has concluded so the DGSA can submit to the Graduate School for processing within the required 20-day window. Failure to comply will prevent the student from applying for future travel conference awards.

Applicant Signature \_\_\_\_\_ Application Date: \_\_\_\_\_

**Departmental Endorsement:** This student is endorsed by his/her department & will receive 30% of the allowable expenses from the department. Please give expected departmental fund code. # \_\_\_\_\_

Director of Graduate Studies \_\_\_\_\_ Date: \_\_\_\_\_

Must include code from PI funding

Sample

