

Graduate Student Travel Reimbursement Policy  
Department of Computer Science  
Duke University

**Travel Reimbursement Checklist**

Before you submit your documents for reimbursement please make sure that the following materials are attached. **Only complete submissions will be processed.**

- Conference Travel Fellowship Award Letter (if applicable)
- **Completed Reimbursement Authorization Form**
- **Student Summary of Travel**
- Airline “receipt/itinerary
- Boarding passes (departure/return)
- Lodging - Itemized hotel bill and charge card receipt (if applicable)
- Car rental - Car rental agreement and charge card receipt, original gas receipts (if applicable)
- Personal Auto Miles driven (if applicable)
- Meals Hotel bill, charge card or restaurant receipt (each receipt needs to marked with a “B”, “L”, “D” denoting breakfast, lunch, dinner **(snacks are not reimbursable)**)
- Conference registration
- Taxi, or other modes of transportation (bus, train, shuttle)
- Parking
- Any other items pertaining to travel

If there are items that have been prepaid by your advisor, a copy of airport, lodging, meal receipts must be turned in. Please make these items as “Pre-paid by on advisor’s Credit card and include name of advisor as shown on Credit Card.

**NOTE: Original** documents must be submitted as support for expenses. Photocopies of invoices, credit card statements or record of charge slips accompanying the monthly billing statement, receipts or restaurant stubs are not acceptable unless the original document was lost. Any expenses that you do not have a receipt for, please indicate that on the Reimbursement Authorization Sheet.

Properly completed Reimbursement Authorization Forms and all original receipts should be brought to Gail Smith’s office (D128). **This should be done within 30 days of returning from your trip.**

All properly completed and approved Reimbursement Authorization Form will be processed within 3 working days. (Pending other office obligations)

## Reimbursement Authorization - Student Expenses

<b>Office prepares only:</b>					
<b>Date received from student:</b>					
<b>Blackbaud Codes:</b>					
<b>Unique ID:</b>					
<b>Payee:</b>					
<b>US Citizen?</b>		YES		NO	
<b>Mailing Address:</b>					
<b>Purpose of trip:</b>					
<b>Paper Title:</b>					
<b>Poster Title</b>					
<b>EXPENSES:</b>					
<b>Trip Total</b>		\$			
<b>Date of Trip</b>		<b>From:</b>		<b>To:</b>	
		Depart Time:		Return Time:	
		Destination:			
		US \$		Euros	
<b>Airfare</b>	\$		€		
<b>Registration</b>	\$		€		
<b>Transportation</b>	\$		€		
<b>Parking</b>	\$		€		
<b>Lodging</b>	\$		€		
<b>Meals</b>	\$		€		
<b>Other</b>	\$		€	<b>Describe:</b>	
<b>Other</b>	\$		€	<b>Describe:</b>	
<b>Did you receive a conference or external award toward your expenses? (If yes, attach award notice)</b>					
Yes		No		<b>Source</b>	<b>Amount</b>
<b>Name of Faculty/Advisor expenses are to be paid by:</b>					
<b>Were any charges pre-paid for by Duke Credit Card?</b>		Yes		No	
<b>Special Notes:</b>					