

Duke University Department of Computer Science
GRAD STUDENT TRAVEL REIMBURSEMENT GUIDELINES

July 2014

~~ Background ~~

You are traveling on Other People's Money, either the University's or the federal government's. Both institutions require:

- least cost;
- specific accounting and proof of payment for each expense;
- that each travel expense be related to the business purpose of the institution.

Kathleen in the Grad Program office can buy airfare, conference registration, and in some cases hotel registration in advance of the trip, so these expenses do not have to come out of pocket. Contact her to make these arrangements.

~~ Regarding receipts ~~

Lodging/hotel: get a FOLIO upon checkout. This document itemizes charges for each day and shows total paid.

Airfare: The 'confirmation' that is emailed following purchase often does not contain payment information. The 'receipt' that shows the amount paid is required.

Meals: Get an itemized receipt that shows full amount paid. This may entail two receipts – the one presented to show each item and total cost of meal, and the one with tip added showing the full payment. Helpful hint: when in a group, let your server know at the start of the meal that you will need a separate check.

A note on alcohol: This is a personal expense. No meal receipt that includes even one alcohol charge – even if you weren't the one drinking – can be used for reimbursement. If you plan to have alcohol with your meal, be sure to ask your server to run a separate tab that you will pay out-of-pocket.

Snacks (outside of meals): Cannot be reimbursed.

Beverages (outside of meals): Can be reimbursed (coffee, soda, water)

~~ Expense report ~~

Use the Graduate Student reimbursement form to organize your expense report and as a cover for your receipts. Follow instructions on form carefully.