

## **Duke Neurobiology Travel Expense Reimbursement**

We are happy to support your conference travel. Please keep travel costs reasonable, which will enable supporting future travel of all students.

Expense reimbursement requests are to be submitted within 7 days after travel completion. Please order your original receipts by date and tape them to 8.5" x 11" paper (portrait style) with the expense purpose clearly indicated.

Please understand that our guidelines are in line with Duke's regulations and are meant to streamline the travel reimbursement process and help us support as many students as possible with our finite funds.

Reimbursable expenses include:

### Conference registration

- We strongly encourage early registration to save funds whenever possible.

### Transportation

- Transportation expenses are only reimbursable if they relate directly to the conference.
- Flight expenses are reimbursable for the lowest reasonable/timely connection at the economy fare rate (basic economy fares that prohibit carry-ons are not required).
- Car rental is generally not reimbursed and thus has to be pre-approved by the DGSA.

### Lodging

- If possible, rooms should be moderately priced and should be shared with other Duke conference attendees. Reimbursement of single rooms has to be pre-approved by the DGSA.

### Meals

- Food receipts have to be itemized and totaled.
- Alcoholic beverages will not be reimbursed. Meal receipts with alcohol may not be charged to a grant, and the meal may not be reimbursed (Duke rules).
- Only meals not provided by the conference can be reimbursed.
- Snacks and drinks (other than water) in addition to meals are not reimbursable (Duke rules).
- Groceries may be acceptable in lieu of meals when the price is comparable to those meals. Snacks are not reimbursable.
- Meals should be reasonable in terms of cost and amount of food and should not exceed \$50 per full travel day or fractions thereof for partial travel days (certain exceptions with justification may be considered).

[Click here](#) for other Duke policies around meals, including around timing of when meals can be reimbursed.

All reimbursement is subject to final approval by the DGSA and Business Manager. Please discuss any anticipated additional expenses or questions with the DGSA prior to the trip.

Note: If you want someone to pay for your flight or lodging on a corporate card, please pull up the registration and bring a laptop to the DGSA so that she can easily input her corporate card number.