

# Duke Neurobiology Travel Expense Reimbursement

Duke University and Duke University Health System use electronic expense reports created via Concur to reimburse employees and student employees for any out-of-pocket expenses incurred on behalf of Duke or in support of Duke-related business.

The paper [Travel Expense Form](#) is the appropriate method to process an out-of-pocket reimbursement in the following for Duke students who are not employees.

## Please use the following links for General Guidelines and Procedures

<https://finance.duke.edu/accounting/gap/m200-027>

For non-allowable expenses: <https://finance.duke.edu/travel/reimbursement/expenses>

## Please keep travel costs reasonable

Below are a few important guidelines

- 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.
- Airfare- 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.
- Lodging – When possible, rooms should be moderately priced and should be shared with other Duke conference attendees. Reimbursement of single rooms has to be pre-approved.
- The actual cost of meals, including taxes and tips (except where limited by contract or grant), while on Duke business is reimbursable. Travelers should select restaurants which are reasonably priced for the locality. Original **itemized** receipts are required for all meals regardless of the amount. Duke will not reimburse travelers for snacks purchased in addition to regular meals. Non-alcoholic beverages may be purchased at the traveler's discretion and submitted for reimbursement.
- Alcoholic beverages can not be reimbursed from federal grants or contracts. Meals that include alcohol are considered to be entertainment expenses and must be coded as Entertainment/Social Expenses (693201).

If a meal is provided by a conference as part of the conference fees and a traveler elects to purchase a meal independent of the conference, such meals will be considered a personal expense and will not be reimbursed. Alcoholic beverages can not be reimbursed from federal grants or contracts. Meals that include alcohol are considered to be entertainment expenses and must be coded as Entertainment/Social Expenses (693201).

- Breakfast will be allowed when the traveler is out of town the night before or when the incurred travel begins earlier than a normal breakfast (7:00am)
- Lunch will be reimbursed provided that the trip begins before the lunch hour (or 11:00am).
- Dinner reimbursement will be made when the trip begins prior to the dinner hour (5:30pm) or when the traveler does not return home until after the normal dinner hour (7:00pm).

Travel expenses and expense reports should be submitted within 10 days after travel completion. 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. For questions, please contact Neurobiology Admin.