

**Arts & Sciences Council
Committee on Faculty Research**

**Travel Grants 2017-2018
Request for Professional Meeting/Conference Travel Support**

102 Allen Building, Box 90029, Phone: 668-2728, Fax: 668-2729

Please complete this form and return to: angela.latta@duke.edu with documentation:

Name/Email:	
Department/Box:	
Rank:	
Date Submitted:	
Meeting/Conference for which support is requested:	
Meeting Location:	
Meeting Dates:	
Nature of Participation: (note: chairing a session is not fundable)	
This is my: <input type="checkbox"/> First <input type="checkbox"/> Second request this fiscal year 7/1-6/30/2018 (check one)	

Your request, with accompanying documentation (see directions below), should be received by the ASC-CFR office 5 days prior to departure. NO EXCEPTIONS ARE MADE TO THIS RULE.

If you do not receive a reply to within 10 days, please call 668-2728.
PLEASE RETURN THIS FORM TO: angela.latta@duke.edu, fax: 919-668-2729

Your request for travel support from the A&S Council Committee on Faculty Research has been:

APPROVED. Please note the instructions below when filing for reimbursement.
Your remaining balance, if applicable, is Charge to 153-1011.
** Please inform your department of this approval before using your Procurement card for this trip.**

DENIED. For the following reasons(s):

Angela Latta/ Date
Staff Assistant

OR _____
Sandy P. Connolly/Date
Sr. Associate Dean for Finance & Administration

Arts & Sciences Council Committee on Faculty Research

Request for Professional Meeting/Conference Travel Funding

Maximum reimbursement per fiscal year (July through June 30) for up to two trips (foreign or domestic) is \$1,000.

Funding requests and approval need be made no later than 5 days prior to the meeting.

WHO IS ELIGIBLE? All Duke Faculty with primary appointments in departments or programs in the School of Arts and Sciences, whether regular rank or non-regular rank (except adjuncts). Emeritus faculty are also eligible.

NOT ELIGIBLE: Faculty with a Research and/or Startup account in excess of \$4,000.

Request for Funding should be submitted to Angela Latta, 102 Allen Building, on the form provided, no later than 5 days prior to the meeting or conference. No exceptions are made to this rule. Request will be approved or denied (in case the faculty member is not eligible, does not provide valid documentation, or has used up his or her reimbursable amount for the current fiscal year) promptly.

Initial Documentation may be a copy of a letter of invitation to participate in an event, a letter or email message accepting your volunteered participation, or a copy of the program page on which you are listed. If you have not initially submitted a copy of the program page listing your name, submit this along with your Travel Expense Voucher on your return.

Participation is defined as: presenting a paper; serving as a paper discussant, giving an invited address at a plenary session; receiving an official award; or serving as an elected or appointed officer of the sponsoring organization. ***Panel/session chairs are not eligible for funding.***

Reimbursable expenses: meals for the faculty member applying (receipts or meal logs must be included), lodging, transportation, parking, and registration fees. Reimbursement for the use of a private vehicle is limited to the actual mileage at the current rate from Durham to the meeting site, not to exceed the equivalent tourist airfare. Purchase of tapes, booklets or software is not reimbursable.

Procurement cards may be used. However, travel-related charges to procurement cards will not be reimbursed out of Professional Meeting Conference Travel Funding if the request for funding has not been made and approved in advance of the charge. The department needs to submit a copy of the procurement transaction to the ASCFR Office before clearing transactions in WORKS.

Travel Expenses should be submitted via the online travel tool within work.duke.edu. Questions should be directed to your department's administrative office. Receipts, etc. should be submitted within 60 days following the meeting, if possible. No extensions will be granted past June 30.

If you have any questions concerning Duke ASCFR Professional Travel Support or reimbursement, please contact Angela Latta in 102 Allen. Phone: 668-2728. Email: angela.latta@duke.