Student Travel Reimbursement General Practices

Duke will reimburse necessary and reasonable expenses incurred during properly authorized travel for students.

Expenses that will be reimbursed, provided an original detailed receipt (listing each item purchased) is received within 2 weeks, are as follows.

- **Lodging** – Duke expects everyone to use moderately priced hotel accommodations. A price exception will be allowed if the hotel is the location of the conference or symposium attended. Duke will not reimburse a traveler for the following hotel charges: in-room video rentals, in-room alcoholic beverages, mini bar items, health club charges, personal telephone calls except to report changes in schedule, loss/theft of personal property, or laundry. *Duke Finance Services*

- **Air Travel** – Travelers are expected to secure the lowest reasonable airfare offered. It is permissible to make reservations as far in advance of the departure as possible to secure the lower rates. Duke provides reimbursement at the economy fare rate for domestic travel. The use of first class or business air accommodations is not authorized. *Duke Finance Services*

- **Ground Transportation** – Taxis/Shuttles (please contact your hotel to see if they offer shuttle service). Rental Cars – Provided it is cheaper to use this transportation method versus taxis/shuttles. It is the student’s responsibility to use the least expensive car that is suitable for the intended business use. *Students renting a vehicle for Duke business should accept the collision and liability insurance from the rental car agency. For students only, Duke will reimburse this cost.* *Duke Finance Services*

- **Meals** – The actual cost of meals, including taxes and tips, while on Duke business is reimbursable. Travelers should select restaurants which are reasonably priced for the locality. Original detailed 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. 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. *Duke Finance Services*

Please only pay for your own meal on the receipts to be submitted for reimbursement.

- **Breakfast** – Will be reimbursed 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** – Will be reimbursed 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).