



# Departmental Conference Travel Fellowship Application

The department provides fellowships for PhD students to travel to conferences and workshops, up to \$500 per trip. Eligible students must complete this application, have it endorsed by the faculty advisor, and submit it to the DGS office at least 10 business days before the trip. To be eligible, a PhD candidate (i.e., one who has passed the preliminary exam) must have a publication (e.g., paper, demonstration, or poster) at the conference or workshop he or she is traveling to. Pre-candidacy PhD students are not subject to this eligibility requirement. Each student is limited to one departmental conference travel fellowship per fiscal year; exceptions are granted rarely and only with demonstrated need.

*Please note: A) Departmental conference travel fellowships are subject to availability of funds. B) The Graduate School also provides a conference travel fellowship to PhD candidates. PhD candidates must also apply for that fellowship, which can be combined with the departmental fellowship for the same trip. C) For reimbursement instructions, see the Graduate Student Travel Reimbursement Guidelines (available from Additional Graduate Student Resources <https://cs.duke.edu/graduate/resources>).*

Student name: \_\_\_\_\_

Full name and location of the venue traveling to: \_\_\_\_\_

Trip dates: \_\_\_\_\_ (mm/dd/yyyy) to \_\_\_\_\_ (mm/dd/yyyy)

Estimated total expense: \$ \_\_\_\_\_

Will you have passed the preliminary exam by the time of this trip?  Yes  No

Is this your first application for travel in this fiscal year (which begins on July 1)?  Yes  No

For this trip, have you also applied for a Graduate School travel fellowship?  Yes  No

List the publication at the venue you are travelling to. *For citation, please give the complete author list, the publication title, the full name of the conference/workshop, and its address. Attach a page if you have more than one publication at this venue.*

Citation: \_\_\_\_\_

Type:  Conf. paper  Software demo  Conf. poster  Workshop paper/poster

Other – please specify: \_\_\_\_\_

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Advisor name: \_\_\_\_\_

If this application is not the student's first in this fiscal year, please provide justification for departmental travel support (check all that apply):

- The work being presented is outside the scope of my funded projects.
  - The projected expenses exceed the travel budget of my funded projects.
  - Other — please specify: \_\_\_\_\_
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*By signing below, I endorse the student's application.*

Advisor signature: \_\_\_\_\_

Date: \_\_\_\_\_ (mm/dd/yyyy)

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For DGS office use only:

- Approved    GPC/DGS signature: \_\_\_\_\_ Date: \_\_\_\_\_
    - Domestic travel    451-1012-6986    Blackbaud 01-62082-6986
    - International travel    451-1012-6987    Blackbaud 01-62082-6987
  - Denied — specify why: \_\_\_\_\_
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