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TO: Sociology Graduate Students  
FROM: Martin Ruef, Department Chair  
RE: Travel to Professional Meetings 2017/2018

Funds have been set aside for graduate student travel to professional meetings. However, we urge students to seek support first from dedicated research organizations such as DuPri, DNAC, SSRI and related programs. You must be on the scientific program (i.e., presenting a paper or poster, or be a session chair/discussant) to be eligible for travel funds. Evidence of inclusion on the program must be submitted with receipts. The allowable travel expense is calculated from the following:

**Those who have passed prelims must apply for graduate school support:**

- 1) The Graduate School will provide 70% of the total expense for registration fees, primary travel, three nights lodging, and meals for four days (up to \$25 a day). **The maximum amount to be paid by the Graduate School is \$525.00 for domestic and \$700.00 for international travel.** If the student has received a non-departmental grant for travel, this amount must be deducted from the request. They will cover this for one conference between July 1 and June 30, **and only for students who have passed prelims.**

To obtain this funding, fill out the form at:

<https://gradschool.duke.edu/financial-support/find-funding/conference-travel>

The Graduate School Conference travel form must be signed by the DGS and submitted to the Graduate School 30 days prior to the conference they are attending. **However, in order for us to be able to submit your funding request to the Graduate School, we need to have it at least 45 days in advance, hence, plan accordingly.** Receipt/expense vouchers must be filled out after the conference, and presented to both the department and the Graduate School within two weeks after the conference.

- 2) The department will supplement these funds up to \$250. We will pay the 30% that the Graduate School doesn't pay.

**For students who have not taken prelims:**

The department will pay up to \$500 of expenses (meeting registration, hotel, airfare, \$25 per day for food).

**For second trips (All students):**

The department will pay up to \$300 of expenses for a second trip during the fiscal year (plus you may use any funds remaining from your 1<sup>st</sup> trip allotment).

Please note the funding for the trips are contingent upon adequate funding in our department budgets. **All students must fill out the Department travel form** as well as show proof of being on the program.