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Memo 3/13/2007

To: Sociology Graduate Students
From: Phil Morgan, Chair

Re: Travel to Professional Meetings 2006-2007

Moneys have been set aside for graduate student travel to professional meetings. You must be on the scientific program (i.e., presenting a paper or poster, or being a session chair/discussant) to be eligible for travel funds. Evidence of inclusion on 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 grad school will cover 70% of travel costs, or up to \$500, whichever is less. They will cover 70% of airfare, 70% of hotel for 3 nights, 70% of registration fee, and four days of food at \$25 per day. They will only cover this for one conference between July 1 and June 30, ***and only for students who have passed prelims***.

In order to obtain this funding, students must fill out the form at:

<http://www.gradschool.duke.edu/forms/conftrav.pdf>

and return it to the grad school 1 month prior to the conference they are attending. Receipt/expense vouchers must be filled out after the conference, and presented to both the department and the graduate school within one month after the conference.

2) The department will supplement these funds by up to \$250. We will pay the 30% that the grad school will not 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 (plus you may use any funds remaining from your 1st trip allotment).