Travel Reimbursement Form
Admitted Students Visitation Weekend 2018

The Nicholas School will provide reimbursement assistance for travel costs for students attending Admitted Students Visitation Weekend. Reimbursement amounts vary by originating location. Read designations below carefully.

- **Up to $250 travel reimbursement: Region #1**
  Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, New York, Pennsylvania, New Jersey, Delaware, Maryland, DC, West Virginia, Virginia, North Carolina, Kentucky, Tennessee, South Carolina, Georgia, and Florida

- **Up to $300 travel reimbursement: Region #2**
  Wisconsin, Michigan, Illinois, Indiana, Ohio, Missouri, Arkansas, Louisiana, Mississippi, and Alabama

- **Up to $350 travel reimbursement: Region #3**
  North Dakota, South Dakota, Minnesota, Nebraska, Iowa, Kansas, Oklahoma, and Texas

- **Up to $400 travel reimbursement: Region #4**
  Washington, Oregon, California, Idaho, Montana, Wyoming, Utah, Colorado, Arizona, New Mexico, Nevada, Alaska, and Hawaii

- **Up to $400 travel reimbursement: Region #5**
  International/Outside of the U.S.

**Receipts/Documentation:** Admitted students will only be reimbursed for expenses for which original receipts have been provided, which includes cash and credit card charges. An original itemized receipt should accompany original credit card receipts. We cannot accept a photocopy of an original receipt. Students may request reimbursement for transportation, lodging and meals. Boarding passes must accompany all receipts for air, rail and bus purchases. Alcoholic beverages are not included and will not be reimbursed.

Students may submit their original receipts and signed reimbursement form during Visitation Weekend. A completed form—with all requirement documentation—submitted by mail must be postmarked by April 7, 2018. We will not honor reimbursement requests for late submissions.

**Fuel for Personal Car:** Original receipts and number of highway miles should be submitted. Personal vehicle expenses are reimbursed at the current IRS mileage rate, which is 54.5 cents per mile or by original receipt only. However, travelers will be reimbursed for the lesser of the two expenses. For example, a traveler driving 120 total highway miles at the 2018 personal car mileage rate of 54.5 cents per mile should anticipate receiving a $65.40 reimbursement. However, if the “actual” total of your fuel receipts only comes to $60.00, we would reimburse you $60.00 instead.

**Fuel for Rental Car:** Fuel for rental cars should be treated like documentation required for hotels and meals, therefore, please prepare to submit original receipts for reimbursement.

**Important Details to Remember:**
- Before mailing, keep a photocopy of all original receipts for your own records.
- Original itemized receipts are required for reimbursement and must be mailed to us directly.
- Reimbursement requests will be processed upon receipt of all invoices and materials.
- It typically takes 4-6 weeks from the time that we receive your original receipts for you to receive reimbursement funds.
- For additional questions, please contact the Student Services office directly at admissions@nicholas.duke.edu
Travel Reimbursement Request Form
Submission Deadline: April 7, 2018

Admitted Students Visitation Weekend
Friday, March 23rd and Saturday, March 24th, 2018

Please print legibly. If we are unable to read your information, the process to submit your reimbursement request will be delayed.

Full Name: ____________________________________________________________

Please answer all of the following questions.
(1) What was the date and time of your departure? (from home to Durham)

(2) What was the date and time of your return? (from Durham to home)

(3a) For U.S. Citizens

Originating Location Region Number (see page #1): ________

What mailing address would you like your reimbursement sent to?
Please note: we can only reimburse the admitted student. The reimbursement check will be made out to and mailed to the admitted student.

Address Line 1: __________________________________________________________

Address Line 2: __________________________________________________________

Address Line 3: __________________________________________________________

City: _________________________________________________________________

State: _________________________________________________________________

Zip Code: _____________________________________________________________

What is your social security number? ___ ___ ___- ___ ___ - ___ ___ ___ ___

(3b) For Non-U.S. Citizens

Originating Location Region Number (see page #1): ________

Country of Citizenship/Residency Status: ____________________________
Reimbursements paid to international students (non-U.S. citizens) are considered taxable income under U.S. tax code. The combined state and federal tax rate is currently 35.6%. Duke University will pay this tax for you at the time of reimbursement. Therefore, as an example, if you are traveling from outside of the U.S. and incur $400 of travel expense, you will simply receive a $400 reimbursement. Duke University will pay an additional $142.40 to the U.S. government on your behalf.
What is your permanent international address?

Address Line 1: __________________________________________________________
Address Line 2: __________________________________________________________
Address Line 3: __________________________________________________________
City: __________________________________________________________________
State: __________________________________________________________________
Zip Code: ______________________________________________________________
Country: __________________________________________________________________

What mailing address would you like your reimbursement sent to?

Please note: we can only reimburse the admitted student. The reimbursement check will be made out to and mailed to the admitted student.

Address Line 1: __________________________________________________________
Address Line 2: __________________________________________________________
Address Line 3: __________________________________________________________
City: __________________________________________________________________
State: __________________________________________________________________
Zip Code: ______________________________________________________________
Country: __________________________________________________________________

(4) If you drove your personal car to the event, what was the total number of miles driven (to include from point of origin to Durham, NC and from Durham, NC back to point of origin)?

_______ miles

I certify I have expended the amounts, as indicated by my receipts, for travel to and/or from Durham, North Carolina for Admitted Students Visitation Weekend at the Nicholas School of the Environment at Duke University. I certify that all items and receipts are true and accurate to the best of my knowledge.

Payee Signature Required (original signature required; faxed/electronic signature not acceptable)

PAYEE MUST RETURN THIS FORM SIGNED ALONG WITH ORIGINAL RECEIPTS TO THE ADDRESS BELOW BY APRIL 7, 2018:

Student Services
Nicholas School of the Environment
Duke University
308 Research Dr.
A101 LSRC/Box #90330
Durham, NC 27708-0330