


October 12, 2009

MEMORANDUM

TO: Peabody Ph.D. Students

FROM: Camilla P. Benbow 
Patricia and Rodes Hart Dean of Education and Human Development

RE: Travel guidelines for Ph.D. students (for College-funded trips)

Peabody College provides funding for each on-campus Ph.D. student to present papers at up to two major professional meetings per year during the years for which support was promised when they were admitted. A "professional meeting" is understood to be a conference of a professional organization at which multiple papers are presented that is a significant national conference in your field, as agreed upon by your advisor and approved by the Dean. Peabody does not provide funds to support travel for invited presentations or workshops at other universities, schools, etc. If you are unsure whether a particular event would constitute a professional meeting under this policy, please consult Craig Anne Heflinger, Associate Dean for Graduate Education.

Peabody will provide up to \$750 per trip. Expenses that may be reimbursed include

- Advance-purchase economy air fare
- Automobile fuel if personal car is used for trip (up to cost of air fare)
- Lodging (not to exceed convention rate for a single room)
- Ground transportation
- Tips
- Fees for checking luggage
- Meals (up to \$50 per day)
- Conference advance registration fee (but not membership dues)

Before booking your trip, please

- Make sure that your Departmental Assessment/Review and online Profile are current and have been uploaded into AOP+. *Requests for travel will not be approved if this information is not up to date. To update your Profile, go to <http://pbdapps.vanderbilt.edu/BRAVEHEART/output/login.asp>*
Your Username is your vnetid, and your initial password (if you have not changed it) is PHD.
- Submit your request to your advisor using the attached form. Your advisor's signature certifies that the professional conference is of importance to your professional development.
- Submit your request to your department's Director of Graduate Studies (DGS). Your DGS's signature certifies that your Departmental Assessment/Review is current and you are in good standing in your department.

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- After your advisor and DGS have signed, complete the blue Vanderbilt University Student Travel Form.
- Forward all materials to your department's administrative officer *at least 30 days prior to the date of travel.*

Receipts must be included with the Travel Expense Report (fifth page of Student Travel Form), which must be filed within ten days of return from the trip.

Although Peabody College funds may not be combined with grant funds, they may be combined with Graduate School funds. Please consult your department administrative officer if you have any questions about the approval or reimbursement process.

PEABODY PH.D. STUDENT TRAVEL REQUEST

Note: To be eligible for Peabody College support for your trip, you must be presenting a paper (or poster) at the conference after the spring of your first year. You should be first author or the presenting author, if second author. Only one student per presentation will be supported. It is expected that many of your conference presentations will result in peer-reviewed publications. Continued conference support is dependent on evidence that your work is being submitted for publication.

Name: _____ Email: _____

Department: _____ Entered program: (date) _____

Name of meeting/conference: _____

Dates of meeting/conference: _____ Location: _____

Projected cost (Peabody pays up to \$750): _____

Approvals

Advisor agrees that this conference is a significant national conference in this field and that participation in this conference will support this student's professional development.

Advisor: _____
Printed Name Signature Date

DGS confirms that this student's departmental assessment/review is current in AOP+ and the student is in good standing in the department.

DGS: _____
Printed Name Signature Date

Dean's Office: _____
Printed Name Signature Date

Please attach a copy of the acceptance and your abstract with the title of your presentation and the order of authorship. Send all materials, including the blue Vanderbilt University Student Travel Form, to your department's administrative officer *at least 30 days prior to the date of travel*.

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