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.

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)

Revised 12 October 2009.