

Travel Guidelines for Ph.D. students – College funded

(Approved 2009, Revised 6/17, 1/19, 9/20)

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. *In light of the pandemic, for the AY 2020-2021 AY, students can continue to attend up to two conferences and we anticipate they will be virtual conference.*

A "professional meeting" is understood to be a significant, national conference of a professional organization at which multiple papers are presented, as agreed upon by the student's advisor and approved by the Associate Dean for Academic Affairs and Graduate Education.

Peabody does not provide funds to support travel for invited presentations or workshops at other universities, schools, etc.

If unsure as to whether a particular event would constitute a professional meeting under this policy, please consult the Associate Dean for Academic Affairs and Graduate Education.

Peabody will provide **up to \$750 per trip**. Peabody College funds may not be combined with grant funds, but they may be combined with Graduate School funds. If college funds are being used, the university daily per diem rate will be paid to cover meals, snacks, and incidentals.

Other 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
- Fees for checking luggage
- Conference advance registration fee (but not membership dues)

Before booking a trip, please make sure that the student's Departmental Assessment/Review and online profile are current and have been uploaded into BRAVE. Requests for travel will not be approved if this information is not up to date.

To update a student profile, go to:

<https://pbdapps.vanderbilt.edu/BRAVEHEART/output/login.asp>

Username is the VUnet ID, and initial password (if you have not changed it) is PHD.

To apply for travel approval, students must submit their request via **InfoReady** using this link:

<https://vanderbilt.infoready4.com/>

Once you submit a request, the advisor, Director of Graduate Studies, and Administrative Officer will review the request. Once they have all reviewed, a final decision will be made by the Associate Dean for Academic Affairs and Graduate Education and you will receive an email with the final decision.