

Applying for Conference Travel Funds

Philosophy graduate students are encouraged to present their research at major regional, national, and international conferences.

The Graduate School awards Travel Grants up to \$500 to help cover the cost of conference registration, transportation, and lodging. Students are allowed a total of **three** Travel Grants with only one award per budget year (July 1 – June 30). To be eligible for the Travel Grants, students must have completed one full academic year in the Graduate School. Applications may be found on the Graduate School's website at: https://gradschool.vanderbilt.edu/forms/academic_forms/GS_Travel_Grant_Application_3-2019.pdf. Students must submit their application, with appropriate signatures to the Graduate School, at least four weeks before travel. **Funding is provided via direct reimbursement** and students must complete an expense report.

The Philosophy Department also provides travel funds, up to \$600 from the Berry Fund to help cover the cost of conference travel (registration, transportation, and lodging). Students may be awarded departmental travel funds once per budget year (July 1 – June 30). To apply for departmental travel funds, please submit your request to graduate program coordinator, Jonathan Bremer on the attached request form, which will soon be posted on the Philosophy Department's website. Students must submit their requests for departmental travel funds at least two weeks before travel. Please note the Department Chair no longer receives these requests via email. **Funding will be dispersed as an additional stipend/award compensation via payroll.**

In addition, please note the following:

Students traveling to international conferences must comply with the university's Student International Travel Policy. For more information, please see the Global Support Services webpage at: <http://www.vanderbilt.edu/gss/travel/student-international-travel.php>.

All employees, students, and guests must comply with the Vanderbilt University Travel and Expense Policy when using university funds for travel and business expenses. Please review the policy at: https://finance.vanderbilt.edu/policies/Travel_and_Business_Expense_Policy.pdf