

Bornblum Travel Proposal Form

Date of Request:

Section One: General Information

Name: _____

Destination: _____
(institution, city, state)

Purpose of Travel: _____
(Conference, Invited Speaker, etc.)

Name of Conference: _____

Role at conference: _____

Departure Date: _____ **Return Date:** _____

- Are you traveling additional days not related to the event? If so, what days: _____
- Will you miss any classes and/or department meetings? Yes No
- If yes, has your Professor(s) been advised? Yes No
- Will you miss any instructional days? Yes No
- If so, which days? _____

Section Two: Justification

- Is this research related? Yes No
- Which of the following best describes this travel: (Check only one)

Category I

(1) Conference presentations of a primary paper. (Note: presentations national conferences, including those within a significant disciplinary concentration, are more significant than regional conferences)

(2) Research travel for advanced PhD students with promise of significant contribution to their dissertation project.

Category II

(3) Other conference presentations. Commenting.

(4) Other educational or research opportunities such as language programs or work that, while not immediately relevant to the identified dissertation area of the student, contributes to the student's AOS/AOC.

- In a few sentences, please explain the benefits of this travel to you and/or the graduate program:

- **Note:** Include conference program or letter of invitation when submitting your proposal.

Section Three: Estimated costs

Note: Include all potential costs, even those that you expect *not* to be covered. (Please note: the typical annual allotment to each student is \$500, but we can only justify increasing this if we have total estimates for all items.)

Mode of Travel:

Airfare: _____ Using Travelennium? **Yes** **No**
 Train: _____ Bus _____ Automobile: _____
 Hotel: _____
 Conf Reg: _____
 Taxi: _____
 Other: _____

Total Expenses:

Provide any further information pertinent to the trip; i.e., expenses paid by host, sharing lodging, taking personal days during this trip, etc:

This section for staff only:

Account Info: Index: _____ Purchase Order Amount: \$ _____
 E-mail to: *Traveler*: _____ *Travelennium*: _____
 Purchase order approved: _____ PO #: _____
 COMMENTS: _____

Approval Process

STUDENT: Complete relevant sections above and (together with supporting documentation, e.g. conference acceptance notice) email to your Director or Mentor. **DIRECTOR OR MENTOR:** If you approve, sign and email to the Director of Graduate Studies. **DGS:** If student is in good standing, sign and email to the Chair. If approved, the Chair will sign and forward to Business Officer, cc'ing all parties.

Dissertation Director or Mentor: _____ Signature _____

Director of Graduate Studies: _____ Signature _____

Chair of Philosophy: _____ Date _____

Approves this proposal in the amount of : _____