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 <u>not</u> related to the event? If so, what days:_____
- Will you miss any class meetings for courses you are enrolled in?   _____Yes _____No
- If yes, the Professor must approve your absence. Please list classes and obtain signatures:

  1. Course _____ Date(s) _____ Signature _____

  2. Course _____ Date(s) _____ Signature _____

  3. Course _____ Date(s) _____ Signature _____

- Will you miss any instructional days as a TA?   _____Yes _____No
- If yes, the Professor of Record must approve your absence. Please list class and obtain signature:

    Course _____ Date(s) _____ Signature _____

- Will you miss any instructional days as a GA?   _____Yes _____No
- If so, which day(s)?   _____   And briefly explain your plans for the class on this day or days:

    _____

    _____

    *NB: Missing more than one instructional day will increase the chances of your application being rejected.

Section Two: Justification

- **Is this research related?**   **_____Yes _____No**
- **Which of the following best describes this travel: (Circle only one)**

Category I

(1) *Conference presentations at a major venue (national conferences, including those within a significant disciplinary concentration, are more significant than regional conferences) of a primary paper.*

(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: *plane   train   bus   automobile* **(circle one)**

Airfare:	$_____	(Using Travelennium? Yes / No)

Train: $_____   Bus $_____   Auto: $_____   → $_____
Hotel: $_____   → $_____
Conf Reg: $_____   → $_____
Taxi: $_____   → $_____
Other: $_____   → $_____

Total Expenses: $_____

Provide any further pertinent information; e.g.., expenses paid by host, shared lodging, 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 (no incompletes), sign and email to the Chair. If approved, the Chair will sign and forward to the 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 : $_____