**DTL Doctoral Student Travel – Peabody Funding vs Graduate School**

* Peabody funds two trips per fiscal year (July 1 – June 30) at $750/trip.
* The Graduate School funds one trip per fiscal year (July 1 – June 30) at $500/trip.
* Peabody/GS funds can be combined once per year for a total of $1,250/trip.

**Who to see**

JJ

Travel forms

General questions

Michael/Shawn

Approval confirmation

Reimbursement issues

Concur issues

Marian McAlpin/GS

All Graduate School

travel questions/issues

**Helpful Tips/Notes**

* Students must be in good standing to qualify for travel funding.
* Travel request forms are available in 350-1 Wyatt or the main office (Suite 240). Peabody forms need to be submitted to JJ 30 days prior to your trip. Grad School forms go to 411 Kirkland Hall at least 2 weeks prior.
* When filling out the blue forms for Peabody, remember to sign the release form on the back page.
* Receipts need to be itemized and show the form of payment. (Credit card statements can be included as backup documentation.)
* Flying to/from other locations is acceptable, but must include a reason and a flight comparison to/from Nashville. The lesser total will be the max.
* Driving/car rental (as opposed to flying) is reimbursable. You must include a flight cost comparison (print comparable air itinerary from web). The lesser total will be the max.
* If sharing housing with other students, please note their name(s) and detail how payment was divided.
* Peabody limits meal reimbursement to $50/day. (The Grad School does not reimburse meals.)
* Max gratuity is 20%. If you tip at a higher rate you will only be reimbursed 20%.
* Alcohol is not reimbursable, and should be subtracted from the total claimed (including tax/tip applied).