



School of Arts & Sciences
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Rebecca W. Bushnell
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Dean's Memorandum 2008-09 #2

TO: SAS Department Chairs
FROM: Rebecca W. Bushnell, Dean *WB*
DATE: July 15, 2008
RE: AY 2008 - 09 Travel Subvention for Department Chairs

Limited travel funds are available to department chairs for travel to national meetings where the purpose of such a trip is specifically for recruitment, reading a paper, presiding over a session, or acting as an officer of a major national professional learned society.

A maximum of \$1,000 is available to department chairs each year. Those who already have funds allocated to them for their personal scholarly travel expenses are eligible for the department chair subvention *only* when used in conjunction with recruitment activities on behalf of the department.

The funds may be used to cover any eligible travel expenses consistent with University policy (you may refer to <http://www.finance.upenn.edu/vpfinance/fpm/2350/2351.asp> for details) and can be used for multiple trips. Requests for funds will be considered only upon completion and submission of the enclosed REQUEST FOR SAS TRAVEL SUBVENTION form prior to making the trip. The request form is also available online at <http://www.sas.upenn.edu/fas/finance/>. All forms should be submitted to the SAS Financial Services office at 3600 Market Street, Suite 570/2649.

If a trip is cancelled, please notify the SAS Financial Services office at 898-2327 immediately so that the committed funds can be freed and used by others requesting travel subvention.

SAS Business Officers
Enclosure

Revised 8/08

UNIVERSITY OF PENNSYLVANIA
School of Arts & Sciences
Administrative & Financial Services
3600 Market Street, Suite 501 /2649
215-898-2327

REQUEST FOR SAS TRAVEL SUBVENTION

NOTE: This form must be submitted PRIOR to making the trip. Requests for travel subvention will not be approved without completion of this form. Please review Dean's Memorandum 2008-09, #2,3,4 or 5 as applicable) regarding policy relating to travel subvention. Please submit form to SAS Administrative & Financial Services Office located at address above.

Name _____ Date _____

Department & Address _____

Telephone _____ Rank (Faculty only) _____

Name of conference/meeting that you are attending (include purpose of trip, title of paper/topic to be presented) _____

Destination _____

Inclusive dates of trip (month and day) _____

Type of transportation _____

If you plan to drive a rental car and want to be reimbursed, you must attend the University's Drivers' Safety Program prior to your trip. This is a University requirement, and the program is administered by the Office of Risk Management (8-4327). Please note: You will not be reimbursed for the car insurance.

Exact cost of fare at time of request _____

Approximate cost of lodging _____

Estimated other travel expenses (taxis, meals, etc.) _____

Signature of Department Chair _____ Date _____

GRADUATE STUDENTS ONLY

Is any part being funded by another source (i.e. GSAC/GAPSA)? _____

If so, list amount and source _____

Approval _____

Date _____

Faculty Advisor

Note: Your signature certifies that this student is a full-time SAS graduate student in residence at the University.

Graduate Group Chair

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Amount approved/by _____ Memo sent on _____

Not approved: Not eligible/reached maximum allowance/other _____

Advance/reimbursed/JE/date/amount _____