



School of Arts & Sciences
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Rebecca W. Bushnell
Dean and Thomas S. Gates, Jr. Professor
Professor of English

Dean's Memorandum 2008-2009 #3

TO: SAS Department Chairs and Graduate Group Chairs

FROM: Rebecca W. Bushnell, Dean
Ralph Rosen, Associate Dean for Graduate Studies

DATE: July 15, 2008

RE: Travel Funds for Ph.D. Candidates During AY 2008-09

Limited travel funds for one trip per year will be made available to those Ph.D. candidates who are invited to give papers or to serve as commentators at meetings of professional organizations. Only Ph.D. candidates who are full-time School of Arts and Sciences graduate students in residence at the University are eligible to apply for funds.

Travel funds may be used to cover any eligible travel expenses consistent with University policy (see <http://www.finance.upenn.edu/vpfinance/fpm/2350/2351.asp> for details). Expenses will be covered up to a maximum of \$300. Priority will be given to those students unable to secure funds from grants or from the department. Requests will only be considered upon the completion and submission of the enclosed REQUEST FOR SAS TRAVEL SUBVENTION form prior to the trip; the form must be endorsed by the student's faculty advisor and Graduate Group or Department Chair. The form is also available at <http://www.sas.upenn.edu/fas/finance/>. Please submit this form to SAS Financial Services office, 3600 Market Street, Suite 570/2649.

The number of requests for funds has increased to the point that it is not possible to fund more than a few students from each graduate group in one fiscal year. Your discretion in endorsing these requests is very important as we have no way of determining which students in your graduate group will benefit most from attending professional meetings. Your help in being selective will be greatly appreciated.

cc: SAS Business Officers
Enclosure

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

FOR SAS ADMINISTRATION & FINANCE OFFICE USE ONLY

Amount approved/by _____ Memo sent on _____

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

Advance/reimbursed/JE/date/amount _____