



School of Arts & Sciences
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Rebecca W. Bushnell
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Professor of English

Dean's Memorandum 2008-2009 #5 (Revised)

TO: SAS Department Chairs
FROM: Rebecca W. Bushnell, Dean
DATE: September 19, 2008
RE: AY 2008 - 2009 Travel Subvention for
Senior Lecturers
Senior Lecturers in Foreign Languages
Lecturers in Foreign Languages

Limited travel funds are available to persons with the titles Senior Lecturer, Senior Lecturer in Foreign Languages, and Lecturer in Foreign Languages for the purpose of attending professional meetings and conferences.

A maximum of \$1000 is available each year for these individuals to attend national or regional meetings or conferences for the purpose of presenting a paper or serving on a panel. The funds may be used to cover any eligible travel expenses consistent with University policy (please refer to the web site <http://www.finance.upenn.edu/vpfinance/fpm/2350/2351.asp> for details) and can be used for multiple trips. Please note that this benefit applies only to the faculty classifications listed above and does not apply to those with the title Lecturer.

Requests for travel funds will be considered only upon completion of the enclosed REQUEST FOR SAS TRAVEL SUBVENTION form prior to making the trip. The form is also available online at <http://www.sas.upenn.edu/fas/finance/>. This form must be endorsed by the department chair and approved by the Dean. Please submit this form to SAS Financial Services office, 3600 Market Street, Suite 570/2649.

Since funds are extremely limited, those who are able to obtain travel expenses from research grants or other non-University sources are strongly encouraged to do so. If a trip is cancelled, please notify the SAS Financial Service office at 898-2327 immediately so that the committed funds can be freed and used by others requesting travel subvention.

cc: 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

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 _____