



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

Dean's Memorandum 2008-09 #4 (Revised)

TO: School of Arts and Sciences Standing Faculty
FROM: Rebecca W. Bushnell, Dean
DATE: September 19, 2008
RE: AY 2008 - 09 Travel Subvention

The dissemination of scholarship and research is an important part of the academic enterprise. For that reason we anticipate that our faculty will attend meetings of professional and learned societies and share their scholarship and research results with colleagues in their own and other disciplines.

A maximum of \$1000 in funds is available each year for Professors, Associate Professors, and Assistant Professors to attend national meetings or conferences for the purpose of presenting a paper. The 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) and can be used for multiple trips. These funds are available to all full-time Standing Faculty whose primary appointments are in the School of Arts and Sciences and whose salaries come from an SAS academic budget. Travel funds are not available to persons with adjunct, visiting, and most lecturer appointments. Also ineligible for the funds are standing faculty members who have already been allocated funds that may be used for this purpose; this includes faculty who have received SAS-sponsored research funds for newly-appointed assistant professors or newly-promoted associate or full professors within the past two years.

Requests for travel 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 the form to the SAS Financial Services office, 3600 Market Street, Suite 570/2649.

Since funds are extremely limited, all faculty members 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 Services 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

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 _____