

University of Pennsylvania  
School of Arts and Sciences  
Administrative and Financial Services  
3600 Market St., Suite 501/2649  
[3600Market-RBO@sas.upenn.edu](mailto:3600Market-RBO@sas.upenn.edu)

**Request for SAS Travel Subvention for Department Chairs**

Limited travel funds are available to Department Chairs for the specific purpose of 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 fiscal 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. Funds should be used to cover any eligible travel expenses consistent with University Travel Policies and can be used for multiple trips.

**Note:** This form must be completed (including approval from the department Chair and Dean) and submitted **PRIOR** to your travel. Please submit the completed form via email to [3600Market-RBO@sas.upenn.edu](mailto:3600Market-RBO@sas.upenn.edu) or hand carry to SAS Administrative and Financial Services; 3600 Market St., Suite 501 / 2649.

If a trip is cancelled, please notify SAS Financial Services at [3600Market-RBO@sas.upenn.edu](mailto:3600Market-RBO@sas.upenn.edu) immediately.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Rank: \_\_\_\_\_ Email Address: \_\_\_\_\_

Department/Address: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

Destination: \_\_\_\_\_ Trip dates: \_\_\_\_\_ to \_\_\_\_\_

Type of transportation: \_\_\_\_\_

\*If you plan to drive a rental car and want to be reimbursed, you **MUST** complete the course module "Fundamentals of Driver Safety" in Knowledge Link (<http://KnowledgeLink.upenn.edu/>).

**Please Note: If renting a car, Penn Faculty are expected to decline the loss damage waiver per Policy 2357** ([http://www.finance.upenn.edu/vpfinance/fpm/2350/2350\\_pdf/2357.pdf](http://www.finance.upenn.edu/vpfinance/fpm/2350/2350_pdf/2357.pdf)). The University will not reimburse for car insurance.

Exact cost of fare at time of request: \_\_\_\_\_

Approximate cost of lodging: \_\_\_\_\_

Estimated other travel expenses (taxis, meals, etc.): \_\_\_\_\_

Signature of Associate Dean: \_\_\_\_\_ Date: \_\_\_\_\_

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**For SAS Administrative and Finance Office use only:**

Amount approved/by: \_\_\_\_\_ Memo sent on: \_\_\_\_\_