

University of Pennsylvania
School of Arts and Sciences
Administrative and Financial Services
3600 Market St., Suite 501/2649
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 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 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). 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: _____

For SAS Administrative and Finance Office use only:

Amount approved/by: _____ Memo sent on: _____