

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 Ph.D. Candidates**

Limited travel funds for one trip per fiscal year are available to Ph.D. candidates who are invited to give papers, present a poster or serve as commentators at meetings of professional organizations. Only Ph.D. candidates who are full-time SAS graduate students in residence at the University are eligible for funds.

Travel Funds should be used to cover eligible travel expenses consistent with University Travel Policy. Expenses will be covered up to a **maximum of \$500**. Priority will be given to those students unable to secure funds from grants or from the department.

To Faculty Advisors and Chairs: Because it is not possible to fund more than a few requests from each graduate group in a given fiscal year, please exercise discretion in approving requests.

**Note:** This form must be completed (including signatures indicating approval from the student's faculty advisor and Graduate Group or Department Chair) 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.

**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: \_\_\_\_\_

Email address: \_\_\_\_\_

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

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: \_\_\_\_\_

Is any part of your trip being funded by another source? \_\_\_\_\_ If yes, please list source(s) and amounts:  
\_\_\_\_\_

\*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 students 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 Faculty Advisor: \* \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Grad Group or Dept. Chair:\* \_\_\_\_\_ Date: \_\_\_\_\_

\*Your signature certifies that the applicant is a full-time SAS graduate student in residence at the University.

For SAS Administration and Finance Office use only:

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