

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 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 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 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). 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: _____