Request for SAS Travel Subvention for Senior Lecturers, Senior Lecturers in Foreign Languages, Lecturers in Foreign Languages, Senior Lecturers in Critical Writing, and Lecturers in Critical Writing

A maximum of $1,000 is available each fiscal year to persons with the titles Senior Lecturer, Senior Lecturer in Foreign Languages, Lecturer in Foreign Languages, Senior Lecturer in Critical Writing, and Lecturer in Critical Writing for the purpose of attending professional meetings and conferences to present a paper or serve on a panel. Funds should be used to cover any eligible travel expenses consistent with University Travel Policies and can be used for multiple trips. Please note that this benefit does not apply to those with the title Lecturer.

Since funds are extremely limited, faculty who are able to cover travel expenses from research grants or other non-University sources are strongly encouraged to do so.

Note: This form must be completed (including approval from the 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 501/2649.

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://knowledgerlink.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 Department Chair: __________________________ Date: ________________

For SAS Administrative and Finance Office use only:

Amount approved/by: ______________________________________ Memo sent on: ________________

Form updated 9/11/18