

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 in funds is available to department chairs each 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 may be used to cover any eligible travel expenses consistent with University policy (see [Travel Policies](#) for details) and can be used for multiple trips. If a trip is cancelled, please notify SAS Financial Services at 3600Market-RBO@sas.upenn.edu immediately.

*Note: This form must be completed (including approval from the department chair and dean) and submitted **BEFORE** you travel. Please submit the completed form to: SAS Administrative and Financial Services; 3600 Market St., Suite 501 / 2649.*

Name: _____ Date: _____

Department/Address: _____ Faculty Rank: _____

Email 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: you will not be reimbursed 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 Administration and Finance Office use only:

Amount approved/by: _____ Memo sent on: _____

Not approved: Not eligible / reached maximum allowance / other: _____

Advance / reimburse / JE / date / amount: _____