

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 Standing Faculty

Because the dissemination of scholarship and research is an important part of the academic enterprise, SAS anticipates that its faculty will attend meetings of professional and learned societies and share their scholarship and research results with colleagues in their own and other disciplines.

A maximum of \$1,000 in funds is available each year to full-time Standing Faculty (whose primary appointments are in SAS and whose salaries come from an SAS academic budget) to attend national meetings or conferences for the purpose of presenting a paper. 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.

Travel funds are not available to persons with adjunct, visiting, and most lecturer appointments. Also ineligible are faculty who have already been allocated funds that may be used for travel expenses; this includes faculty who receive SAS-sponsored research funds for newly-appointed assistant professors or newly-promoted associate or full professors within the past two years.

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. If a trip is cancelled, please notify SAS Financial Services at [3600Market-RBO@sas.upenn.edu](mailto:3600Market-RBO@sas.upenn.edu) immediately.

*Note: This form must be completed (including approval from the department chair) 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 Department Chair: \_\_\_\_\_ 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: \_\_\_\_\_