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 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://Knowledgelink.upenn.edu/).

Please Note: If renting a car, Penn Faculty are expected to decline the loss damage waiver per Policy 2357 (https://www.finance.upenn.edu/policy/2357-travel-and-entertainment-rental-cars/). 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