

University of Pennsylvania  
School of Arts and Sciences  
Administrative and Financial Services  
3600 Market St., Suite 501/2649  
[3600Market-RBO@sas.upenn.edu](mailto: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](mailto: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](mailto: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: \_\_\_\_\_

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**For SAS Administrative and Finance Office use only:**

Amount approved/by: \_\_\_\_\_ Memo sent on: \_\_\_\_\_