

UNIVERSITY OF PENNSYLVANIA  
College of Arts & Sciences  
Administrative & Financial Services  
120 Logan Hall/6304  
215-898-6341

**REQUEST FOR SAS UNDERGRADUATE STUDENT TRAVEL SUBVENTION**

*This form must be submitted as part of the application process.*

Name \_\_\_\_\_ Date \_\_\_\_\_

Department or Program \_\_\_\_\_

Department Address \_\_\_\_\_ Telephone \_\_\_\_\_

Name of conference/meeting that you are attending (include title of paper/topic to be presented)

\_\_\_\_\_

Destination \_\_\_\_\_

Inclusive dates of trip (month and day) \_\_\_\_\_

Type of transportation \_\_\_\_\_

Exact fare at time of request \_\_\_\_\_

Approximate cost of lodging \_\_\_\_\_

Is any part being funded by another source \_\_\_\_\_

If so, list amount/source \_\_\_\_\_

Approval \_\_\_\_\_  
Undergraduate Chair or Program Director

Date \_\_\_\_\_

**Note: Your signature certifies that this student  
is a full-time SAS undergraduate student in  
residence at the University.**

**FOR COLLEGE OFFICE'S USE ONLY**

Amount approved/by \_\_\_\_\_

Memo sent on \_\_\_\_\_

Not approved: Not eligible/already taken a trip \_\_\_\_\_

Advance/reimbursed/JE/date/amount \_\_\_\_\_