

UNIVERSITY OF PENNSYLVANIA

College of Arts & Sciences
Administrative & Financial Services
120 Claudia Cohen 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 _____

Email Address _____

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 _____