Bank of America Studio Travel Decision Tree

Should You Apply?

Best Practice: Identify studio travel groups & leaders as early as possible. Coordinators & leaders should meet with the Financial Administration Office to discuss how we can get you on your way!

Full Time Faculty Trip Leader

YES: Full time faculty and staff who anticipate traveling or incurring qualifying work related expenses on behalf of the University are encouraged to apply for the Penn Travel Card.  The only prerequisite is that a valid Social Security Number is required as part of the application process. **This is encouraged of all FT Faculty and Staff that anticipate travel expenses regardless of studio travel potential**. Please apply!

Penn Travel Card: <http://cms.business-services.upenn.edu/penntravel/creditcard.html>

Part Time Faculty Trip Leader

YES: Faculty or group leaders that are part time should still apply for the Bank of America card by contacting Chris Cataldo, Director of Finance, School of Design at cataldo@design.upenn.edu . Please copy creid@design.upenn.edu and amanwood@design.upenn.edu on your request, so we may assist you with securing a card for your studio group travel. Approved studio leaders are eligible to obtain a card that can be turned on for the duration of travel so that costs associated with the studio trip are not a direct burden on the individuals traveling. Please email or stop by room 110 Meyerson Hall to discuss this option.

Last Resort

In the rare instance that the leader or assistant leader of a studio travel group is found ineligible to apply for the Bank of America card, the Finance Office will assist with large group reservations on a case by case basis. A point person for the trip will still be responsible for coordinating all travel and accommodations associated. That person will then work directly with the Financial Administration Office to secure bookings with the company card. Please note-if you are identified to be eligible to apply for the Bank of America card, and leading a trip, this option is only available in the rarest of circumstances. The card will also only be utilized for larger groups and cannot be accessed for accommodations for individuals.