

Global Support Key Contacts

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TOPIC	NAME	TITLE AND OFFICE	DEPARTMENT	EMAIL/PHONE
Overall Global Support; Administrative policies and procedures	Artemis Koch	Executive Director, Global Support Services	https://global.upenn.edu/gss	avkoch@upenn.edu +1-215-898-4665
Travel				
Travel Services	Hilary Easley	Manager, Penn Travel Services	http://www.purchasing.upenn.edu/travelSite/travel/international-travel/	easleyh@upenn.edu +1-215-746-4400
Purchasing Services	Mark Mills	Director, Penn Purchasing Services	http://www.purchasing.upenn.edu/	millsme@upenn.edu +1-215-898-1453
HR, Relocation	Gary Truhlar	Executive Director, Human Resources	https://www.hr.upenn.edu/myhr/resources/hiringofficer/relocation	truhlar@upenn.edu +1-215-898-5896
Health and Safety				
International Travel Safety and Security	Jaime Molyneux	Director, International Risk Management	https://global.upenn.edu/gss/health-and-safety	molyneux@upenn.edu +1-215-573-6122
Technology				
General Information Technology	Mark Aseltine	IT Executive Director	http://www.upenn.edu/computing/view/support/staff.html#aux	aseltine@isc.upenn.edu +1-215.573.4429
Safeguards	Josh Beeman	Executive Director, Information Security & University Information Security Officer	http://www.upenn.edu/computing/security	jbeeman@isc.upenn.edu +1-215-746-7077
Finance				
ATMs & Credit Cards	Chris Bradie	Associate Vice President, Business Services		bradie@upenn.edu +1-215-898-3102

Banking Abroad	Helen Kreider	Associate Treasurer, Cash and Liability Management	http://www.finance.upenn.edu/treasurer/	hkreider@upenn.edu +1-215-898-1902
Purchasing Services	Mark Mills	Director, Penn Purchasing Services	http://cms.business-services.upenn.edu/purchasing/	millsme@upenn.edu +1-215-898-1453
Insurance	Ben Evans	Executive Director, Risk Management & Insurance	http://www.finance.upenn.edu/riskmgmt/	benevans@upenn.edu +1-215-898-2720
Labor & Tax Laws	Maryann Piccolo	Associate Comptroller, Tax & International Operations	http://www.finance.upenn.edu/comptroller/payroll/taxinfo/	mpiccolo@upenn.edu +1-215-898-8967
Legal Matters				
Signing Agreements	Amy Gadsden	Executive Director, Global Initiatives		agadsden@upenn.edu +1-215-573-4985
	Artemis Koch	Executive Director, Global Support Services	https://global.upenn.edu/gss	avkoch@upenn.edu +1-215-898-4665
Use of Penn names	Alison McGhie	Senior Director, Operations & Technology	https://secure.www.upenn.edu/secretary/nameuse.html	amchie@upenn.edu +1-215-573-5048
Privacy Laws	Scott Schafer	University Privacy Officer	http://www.upenn.edu/oacp/privacy/	sschafer@upenn.edu +1-215-898-1934
General Legal Issues	Bob Firestone	Associate General Counsel	http://www.upenn.edu/ogc/index.html	robert.firestone@ogc.upenn.edu +1-215-746-5266
	Artemis Koch	Executive Director, Global Support Services	https://global.upenn.edu/gss	avkoch@upenn.edu +1-215-898-4665
Academic Affiliations	Brenda Fraser	Associate General Counsel	http://www.upenn.edu/ogc/ogcstaff.html	Brenda.fraser@ogc.upenn.edu +1-215-746-5278

Export Control

Export Controls	Jessica Buchanan	Associate Director, Export Compliance	http://www.upenn.edu/researchservices/exportcontrols.html	jessib@upenn.edu +1-215-573-8817
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Research Activities

Office of Research Services	Elizabeth D. Peloso	Associate Vice President / Associate Vice Provost, Office of Research Services	http://www.upenn.edu/researchservices/	epeloso@upenn.edu +1-215-746-0234
Environmental Health & Radiation Safety (EHRS)	Matthew Finucane	Executive Director, EHRS	http://www.ehrs.upenn.edu/	matt@upenn.edu +1-215-898-6057
Environmental Health & Radiation Safety (EHRS)	Christine Belden	Associate Director, Business Services, EHRS	http://www.ehrs.upenn.edu	tina@ehrs.upenn.edu +1-215-898-6606

Other Useful Contacts

Penn Alumni	Tara Davies	Director, Alumni Regional Clubs	www.alumni.upenn.edu/club	daviest@upenn.edu +1-215-898-2028
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