SCHOLARLY TRAVEL APPROVAL FORM

CCAS Undergraduate Studies Office
801 22nd St, NW
Phillips Hall 107
Washington, DC 20052

Phone: (202) 994-6210 Fax: (202) 994-6213

Name: ____________________________________________ GWID: G __________
   Last Name  First Name  M.I. 

Date of Request: ____________________________ GW E-mail: ____________________________@gwmail.gwu.edu

Daytime Number: ____________________________ Student’s Signature: ____________________________

Required Conditions for Reimbursement:

☐ Undergraduate student’s 1st major is in CCAS

☐ Student is listed as the first author/presenter for the poster or paper

☐ Student’s UG major department is willing to contribute at least $150 towards conference expenses (CCAS will contribute an additional $150 to your conference expenses)

☐ Evidence of accepted poster or paper is attached. For example, an accepted abstract or your name in a conference program

Purpose of Travel, including conference name and purpose of attendance. Responses may include presenting a paper/poster:

Travel Dates: ____________________________ *Destination: ____________________________
*If traveling internationally, you must register for the University’s International Travel Insurance and Assistance

FOR CHAIR OR UG FACULTY DIRECTOR:

Requested Departmental Contribution: $150  ☐ Approved as Requested  ☐ Approved as $________

Email address(es) to notify in addition to traveler: ____________________________

Chair or UG Faculty Director’s Signature: ____________________________

ALL TRAVEL AND DEAN’S OFFICE COMMITMENTS MUST BE APPROVED PRIOR TO THE DATE OF DEPARTURE.

RETROACTIVE REQUESTS WILL NOT BE PROCESSED.