

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



Arts &
Sciences

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.