SCHOLARLY TRAVEL APPROVAL FORM
CCAS  Undergraduate Studies Office
801 22nd St, NW
Phillips Hall 107
Washington, DC 20052
Phone: (202) 994-6210  Fax: (202) 994-6212

Name: ___________________________  GWid: ________________
   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 an Author/presenter.
☐ Student’s UG major department is willing to contribute at least $150 towards 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(s) to notify in addition to traveler: __________________________
Chair or UG Faculty Director’s Signature: __________________________
Associate Dean’s Signature: __________________________

ALL TRAVEL AND DEAN’T OFFICE COMMITMENTS MUST BE APPROVED PRIOR TO THE DATE OF DEPARTURE.
RETROACTIVE REQUESTS WILL NOT BE PROCESSED.

Scholarly Travel Approval Form Revised November 11, 2019