

COLUMBIAN COLLEGE OF ARTS & SCIENCES

Procedures for Requesting Faculty Scholarly Travel Support

Each year Columbian College helps to support the professional development of faculty and students through their active participation in scholarly events as presenters, moderators, or event organizers by offsetting travel expenses and registration fees. Participating in scholarly meetings and conferences by being on the program provides opportunities to further your research and scholarship by presenting your findings, to attend sessions on other advances in your field, and to network with your colleagues. Your presentations in these venues brings visibility and credit to you, your department, and GWU.

To ensure that high academic standards for our students are maintained while faculty are traveling, the scholarly travel approval process now complies with the Faculty Handbook by requiring a description of course coverage plans, if applicable.

All CCAS contributions towards travel expenses must be requested and approved prior to the date of departure and must include a contribution from your department. Retroactive requests will not be honored.

1. Travelers to scholarly meetings must seek approval **before** the dates of departure using the following procedure. Submit the Travel Approval E-form. (Requestors must have Adobe Acrobat; **paper copies will not be accepted**.) Fill out the top two portions of the form electronically, expanding the space as needed, save the changes, and forward it via email to the appropriate chair or program director. Each traveler must fill out a separate form – no group requests please.
2. Chairs and program director should download the form, and, in the space provided, briefly describe the significance of the travel/conference and approve the amount of the department's contribution. Thereafter, chairs should send the completed form as an attachment to **ccastrav@gwu.edu**. The requestor, the department admin, and appropriate chair will receive notification by e-mail as to the disposition of the request.
3. Funding from CCAS may be requested for **two scholarly travel awards per fiscal year**, up to the maximum annual amount available for each category.
4. If traveling internationally, you must register for the University's International Travel Insurance and Assistance through the Office of Risk Management. This insurance is free to students, faculty, and staff while traveling on University business. More information and the enrollment form are available online at <http://www.gwu.edu/~riskmgnt/travelinsurance.cfm>.
5. **Within ten days** of your return, submit an expenses report using the Online Travel and Expenses Reimbursement Report. Please refer to your department's administrative staff for any special requirements, including submission deadlines. The online travel form is available online at: <http://eas.gwu.edu>, under the subheading EAS Forms, then Supply Chain. For instructions in filling out the Online form, please refer to the memo entitled "Travel Reimbursement Procedure."
6. Requests for reimbursement from this year's scholarly travel funds must be submitted to Supply Chain by June 5. Requests submitted after June 5 will be reimbursed, but applied against next year's scholarly travel funds.

Reimbursement Guidelines

Category (faculty status as of Sept 1 of the current academic year will determine eligibility)	CCAS Maximum Contribution PER FISCAL YEAR	Required Departmental Contribution
Full-time, Regular, Active Status with Tenure or on a Tenure Track	\$800	\$125 first trip, \$75 second trip
Full-time, Contracts and Visitors with Multiple Year Appointments	\$800	\$125 first trip, \$75 second trip
Full-time, One Year Contracts and Visitors	\$200	\$50
Regular Part-Time and Post-Docs, every 3 yrs	\$250	\$50
Graduate Student*	\$400*	\$100 first trip, \$0 second trip
Undergraduate Student*	\$150*	\$50
Part-Time***	***	***

- **EFFECTIVE DATE:** These reimbursement amounts apply to conferences where the traveler is presenting, moderating, or an event organizer, beginning December 1, 2007 and thereafter
- **These amounts apply for both domestic and international travel**

*CCAS will contribute towards student travel only for students majoring in the discipline of the department sponsoring their request.

***Part-time faculty are not normally funded for scholarly travel, but will be considered on a case by case basis with appropriate departmental contribution.

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

RETROACTIVE REQUESTS WILL NOT BE PROCESSED.