

**COLUMBIAN COLLEGE OF ARTS & SCIENCES**  
**Procedures for Requesting Faculty Scholarly Travel Support**

1. Travelers to scholarly meetings must seek approval **before** the dates of travel using the following procedure. Download the electronic form entitled Travel Approval E-form from the **CCAS Digital Shelf** at: <http://columbian.gwu.edu/shelf/index.php/nav/Scholarly+Travel> (Requestors must have Adobe Acrobat; **paper copies will not be accepted.**) Fill out the top portion of the form electronically, expanding the space as needed, save the changes, and forward it via e-mail to the appropriate department chair or program director. Each traveler must fill out a separate form – no group requests please.
2. Chairs and program directors should download the form, and, in the space provided, briefly describe the significance of the travel/conference and indicate the amount of the department’s contribution. Thereafter, chairs should send the completed form as an attachment to: **ccastrav@gwu.edu**. The requestor and the 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. Upon your return, submit original paid receipts and a copy of the e-mail approval notice, along with a memo including your name, address, social security #, and purpose of travel to your departmental designee. For office administration only: The Online Travel and Expense Reimbursement Report is available online at: <http://eas.gwu.edu>, under the sub-header EAS Forms, then Supply Chain. For instructions in filling out the Online form, please refer to the memo entitled “Travel Reimbursement Procedure” on the digital shelf, or contact Michelle Tyner at 4-2060 or at [mtyner@gwu.edu](mailto:mtyner@gwu.edu).

**Reimbursement Guidelines**

Category	CCAS Maximum Contribution	Required Departmental “Deductible”
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 three years	\$250	\$50
Graduate Student	\$400	\$100 first trip, \$0 2 <sup>nd</sup> trip
Undergraduate Student	\$150	\$50
Part-Time***	***	***

- **EFFECTIVE DATE: These reimbursement amounts apply to conferences beginning November 1, 2002 and thereafter**
- **These amounts apply for both domestic and international travel**

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