

**GEORGE WASHINGTON UNIVERSITY  
PART-TIME FACULTY PROFESSIONAL DEVELOPMENT FUND (PTFPDF)**

November 2022-December 31, 2024

**Application Form**

**Request Date:** \_\_\_\_\_ **(Retroactive requests will not be processed)** **Amount Requested:** \$ \_\_\_\_\_

<b>Name:</b>	<b>GWID:</b> G- _____
<b>Email Address:</b>	<b>Total Anticipated Expenses:</b>

**Purpose of professional development activity, including activity name and purpose of attendance. Responses may include presenting a paper/poster, participating in a panel, etc.:**

**Activity Date(s):** \_\_\_\_\_ **\*Activity Location(s):** \_\_\_\_\_

*\*If traveling internationally, you must register for the University's International Travel Insurance and Assistance. See <http://www.gwu.edu/~riskmgnt/travelinsurance.cfm> for more information.*

**If your travel/activity will occur while you are teaching, you must describe your course coverage plans:**

**FOR CHAIR OR PROGRAM DIRECTOR:**

**State Significance of Activity:**

**\*\*Dept. Approved Contribution:** \$ \_\_\_\_\_ **Total Expenses Remaining after Dept. Contribution** \$ \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR DEAN'S OFFICE:**

**\*\*School Approved Contribution:** \$ \_\_\_\_\_ **Total Expenses Remaining after Dean's Office Contribution** \$ \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*Funds approved by Department/Program and School must be expended before PTFPDF funds. PTFPDF support, not to exceed a total of \$1,400 for the fiscal year, may supplement Department/Program and School contributions if they are insufficient to fulfill the total request.

**FOR FACULTY PERSONNEL OFFICE:**

**Good Faith Consideration Eligible?**  Yes  No **PTFPDF Funds Available?**  Yes  No  
**PTFPDF Contribution Requested:** \$ \_\_\_\_\_ **PTFPDF Approved Contribution** \$ \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Department, Dean's Office and PTFPDF commitments must be approved **prior to** the activity date. PTFPDF reimbursements must be submitted through the Concur system for approval by the Director of Part-Time Faculty Personnel Administration within 30 days of the activity date.

PTFPDF eligibility requirements can be found in Article XIX of the GW/SEIU Local 500 Part-Time Faculty Collective Bargaining Agreement at [https://facultyaffairs.gwu.edu/sites/g/files/zaxdzs2716/f/downloads/SEIU%20Local%20500%20-%20GW%20Collective%20Bargaining%20Agreement\\_11.4.22%20-%2012.31.24.pdf](https://facultyaffairs.gwu.edu/sites/g/files/zaxdzs2716/f/downloads/SEIU%20Local%20500%20-%20GW%20Collective%20Bargaining%20Agreement_11.4.22%20-%2012.31.24.pdf)

**RETROACTIVE REQUESTS WILL NOT BE PROCESSED**