

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

Application Form

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

Name:	GWID: G- _____
Email Address:	Total Anticipated Expenses:

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

RETROACTIVE REQUESTS WILL NOT BE PROCESSED