



**THE GEORGE
WASHINGTON
UNIVERSITY**
WASHINGTON, DC

Advance Approval Form

This form is to be utilized by executives seeking advance approval for outside professional activities as required by the Policy on Outside Professional Activities for Executives. Please refer to the policy for a description of the activities requiring advance approval and whom the approval must come from.

DESCRIPTION OF OUTSIDE PROFESSIONAL ACTIVITY (To be completed by the requesting Executive)

Description of the outside professional activity, including the name of the entity you are engaging in the professional activity with/through:

The compensation for the activity, if applicable:

When the activity will take place and the total time commitment for the activity:

Signature of Requesting Executive: _____ Date: _____

Signature of Approver One: _____ Date: _____

Signature of Approver Two (if applicable): _____ Date: _____