

# 2025 GSA Travel Award Timeline

When does the conference take place?

Step 1:  
Determine Conference Travel

Quarter 1:  
January - March

Quarter 2:  
April - June

Quarter 3:  
July - September

Quarter 4:  
October - December

Step 2:  
Complete Volunteer Hours

Complete 1 hour  
between Jan 1 2024  
- March 31 2025

Complete 3 hours  
between Jan 1 2024  
- March 31 2025

Complete 3 hours  
between April 1  
2024 - June 30 2025

Complete 3 hours  
between July 1 2024  
- Sept 30 2025

Step 3:  
Submit Proof of Volunteering

<https://tinyurl.com/gsa-volunteerform>

Submit before  
traveling for  
conference

Submit by March 31

Submit by June 30

Submit by Sept 30

Step 4:  
Submit Travel Award Application

<https://tinyurl.com/gsa-travelapplication>

Submit before  
traveling for  
conference

Submit after April 1  
and before traveling  
for conference

Submit after July 1  
and before traveling  
for conference

Submit after Oct 1  
and before traveling  
for conference

Resolve any travel balances with your Department Administrator within 60 days of returning from conference.