

# SCHOOL OF SCIENCE PROFESSIONAL TRAVEL PLANNING FORM – 2018-2019

**Instructions:**

- E-MAIL completed form to **science@tcnj.edu**.
- Use a separate form for each event and for each faculty, staff, or student.

**Deadlines:**

- Sep. 17, 2018** (for October 2018 – June 2019 travel)
- May 1, 2019** (for July – September 2019 travel)

**Note:** This is a School of Science planning form only; the TCNJ online request form must also be completed and submitted at least two weeks prior to departure date.

<b>ATTENDEE INFORMATION</b>		
Last Name _____	First Name _____	Department/Major _____
Attendee is:      Faculty                      Staff                      Student - <i>Faculty Mentor</i> : _____		

<b>EVENT INFORMATION</b>		
Title of Event _____		
Event City, State/Country _____	Start Date _____	End Date _____
Name of Sponsoring Organization _____	Do you serve in a leadership position within the organization sponsoring the event? Yes _____ No _____	Yes <i>Position</i> : _____ No _____
<u>Type of Event:</u>		
Scholarly Event	Professional Development Conference <i>course and curriculum student engagement</i> <i>(e.g., undergraduate research, internships, etc.)</i> <i>scholarship-related</i> <i>(e.g., technique workshop, etc.)</i> <i>other</i>	Other <i>Please indicate:</i> _____

<b>FUNDING REQUEST</b>	
<b>Requested from School of Science:</b>	\$ _____
<b>Supported from Grant:</b>	\$ _____
<i>Grant No.</i> _____	
<b>Are you requesting funding from another source?</b>	<b>Yes - \$:</b> _____
If yes, indicate source of funds:	<b>No</b>

<b>AMOUNT FUNDED – School of Science Use Only</b>	
<b>School of Science:</b>	\$ _____
<b>Department (Enterprise)</b>	\$ _____
Dean’s Comments:	

**PRESENTATION STATUS**

**Are you presenting?**

I am the presenting author.

My student mentee(s) is/are the presenting author(s).

I am a co-author and a collaborator is presenting.

I am not presenting.

**Type of presentation (check all that apply):**

invited presentation

refereed presentation

contributed presentation  
*oral paper*  
*poster*  
*discussion session/*  
*workshop*  
*other*

other

Title/Topic of Presentation:

**FOR FACULTY AND STAFF ONLY — STUDENT INVOLVEMENT**

Is work that was done in collaboration with students being presented?      Yes      No

Are students also attending?      Yes      No      *If yes, please submit a separate request for each student.*

**ESTIMATED EXPENSES**

Registration:      \$ \_\_\_\_\_  
*Using P-Card?*      Yes      No

Airfare:      \$ \_\_\_\_\_  
(incl. taxes and luggage fees)

Train:      \$ \_\_\_\_\_

Mileage: *Enter no. of miles*      \$ \_\_\_\_\_  
*to calculate amount* (\$0.54 per mi; incl. travel to airport)      \*\*\*

Car rental:      \$ \_\_\_\_\_

Hotel: *Enter no. of nights and*      \$ \_\_\_\_\_  
*rate to calculate amount*  
\_\_\_\_ no. of nights x \$ \_\_\_\_\_ rate per night incl. tax      \*\*\*

Meals:      \$ \_\_\_\_\_

Other:      \$ \_\_\_\_\_

\*\*\* automatically calculated

**TOTAL ESTIMATED EXPENSES:**  
\*\*\*  
\$ \_\_\_\_\_

**Additional Information**  
**from Attendee/Requestor:**