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| --- | --- | --- | --- | --- |
| Alice:Users:Alice:Desktop:aa bio.png | Alice:Users:Alice:Desktop:aa che.png | Alice:Users:Alice:Desktop:aa comp sci.png | Alice:Users:Alice:Desktop:aa math.png | Alice:Users:Alice:Desktop:aa phy.png |

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| **STEP 1** | **School of Science Professional Travel Planning Form** | | |
| **INSTRUCTIONS** | | **DEADLINES** |
| * Email completed form to [Shannon Presha](mailto:scotts1@tcnj.edu), Assistant to the Dean. * Use a separate form for each event and for each faculty, staff, or student. | | **September 23**: October – June travel  **May 1**: July-September travel |

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| **ATTENDEE INFORMATION** | | | |
| **Today’s Date** |  |  | | |
| **First Name** |  | **Last Name** |  | |
| **Department** |  | **Role** |  | |

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| **EVENT INFORMATION** | | | | | | |
| **Title of Event** |  | | | | | |
| **Travel Start Date** |  | | | **Travel End Date** | |  |
| **Final Destination** | (City/State/Country) | | | | | |
| **Sponsoring Organization** |  | | | | | |
| **Do you have a leadership position within the organization sponsoring the event?** | | | | | YesNo | |
| *If yes, please indicate position:* | |  | | | | |
| **Are you receiving an Honorarium?** | | | Yes  No | | | |
| **Are any expenses paid by an external source, excluding Grants?** | | | | Yes  No | | |

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| **TYPE OF EVENT** | | |
| **Check all that apply:** | | |
|  | **Scholarly/Research** | |
|  | **Professional Development** (such as course and curriculum, student engagement, scholarship-related, etc.) | |
|  | **Other** (*please indicate*): |  |
|  | Is work that was done in collaboration with students being presented? | |
|  | Are students also attending? (*If yes, attach a separate request for each student.*) | |

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| **PRESENTATION STATUS** | | | | |
| **Are you presenting?** | | | | **Topic(s)/Title(s) of Presentation(s)** |
|  | I’m the presenting author. | | |  |
|  | My student mentee(s) is/are the presenting author(s). | | |
|  | I’m co-author and a collaborator is presenting. | | |
|  | Total # of presentation(s) by myself, my students, or group. | | |
| **Type of Presentation (check all that apply)** | | | |
|  | | **Invited Presentation** | |
|  | | **Refereed Presentation** | |
|  | | **Contributed Presentation** | |
|  | |  | Oral Paper |
|  | |  | Poster |
|  | |  | Discussion session/workshop |
|  | |  | Other |

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| **Last Name** |  | **Event** |  | *8/29/2019* |

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| **ESTIMATED EXPENSES AND REQUESTED FUNDING** | | | | | |
| **Description** | **TOTAL AMOUNT REQEUSTED** | **REQUESTED FROM** | | | |
| **School of Science** | **Department** | **Grant** | **Other** (please indicate) |
| Registration | **$0.00** | $0.00 | $0.00 | $0.00 | $0.00 |
| Airfare | **$0.00** | $0.00 | $0.00 | $0.00 | $0.00 |
| Train Fare | **$0.00** | $0.00 | $0.00 | $0.00 | $0.00 |
| Hotel | **$0.00** | $0.00 | $0.00 | $0.00 | $0.00 |
| Car Rental | **$0.00** | $0.00 | $0.00 | $0.00 | $0.00 |
| Personal Car Mileage | **$0.00** | $0.00 | $0.00 | $0.00 | $0.00 |
| Incidentals | **$0.00** | $0.00 | $0.00 | $0.00 | $0.00 |
| Airport/Train Park | **$0.00** | $0.00 | $0.00 | $0.00 | $0.00 |
| Other | **$0.00** | $0.00 | $0.00 | $0.00 | $0.00 |
| **MEALS** | **PICK ONE OPTION BELOW** | | | | |
| [**GSA Domestic Per Diem**](https://www.gsa.gov/travel/plan-book/per-diem-rates)(Click to check Per Diem rates by city) | **$0.00** | $0.00 | $0.00 | $0.00 | $0.00 |
| **Actual Meal Expenses** (Receipts required) | **$0.00** | $0.00 | $0.00 | $0.00 | $0.00 |
| **TOTAL ESTIMATED EXPENSES** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** |

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| **For School of Science Use: APPROVED FUNDING FROM SCHOOL OF SCIENCE** | | | |
| **School of Science Travel Funding:** |  | **Date:** |  |

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| **For Faculty & Staff: SUMMARY OF STUDENTS ATTENDING THIS TRIP WITH ME**  (Each student should submit an independent travel form as well) |

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| **STUDENT REQUESTED SCHOOL OF SCIENCE FUNDING** | | | | | | | | |
| **STUDENT**  Last, First (presenting/not presenting) | | **Registration** | **Airfare**  **or Train** | **Hotel** | **Meals** | **Other** | **TOTAL** | **SoS**  **FUNDED AMT** |
| 1 |  | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |  |
| 2 |  | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |  |
| 3 |  | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |  |
| 4 |  | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |  |
| 5 |  | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |  |
| 6 |  | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |  |
| 7 |  | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |  |
| 8 |  | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |  |

**FINAL NOTE:** File, Save As (newfilename.docx), and then share via email as an attachment to [Shannon Presha](mailto:scotts1@tcnj.edu), Assistant to the Dean, School of Science.