

## **Faculty - to share with your students as they plan their conference travel.**

Please have your students fill out the following forms. As the supervising faculty member, **you** will include information needed for Attachment A, Attachment B, as well as the Student Travel Funding Request form.

- Please return as a PDF for processing. **Use PDF software to fill out all forms:** Google Docs/MS Word will not work.
- *W9*: A W-9 form is only needed by seniors who are traveling close to or after graduation. Linked on [COM Form webpage](#).
- *Student Travel Funding Request* - linked on [COM Form webpage](#).
- *Travel forms A, B, and C* - linked on [COM Form webpage](#).
- Students complete the *Student Travel Check Request form* - [linked on COM Form webpage](#).
- **Review full [TCNJ travel policy](#) prior to travel.**

All items **must have receipts**, or they will not be reimbursed, regardless of department budget approval.

**Please note:** it is at the discretion of the department chair as to the amount of funding, if any, that can be offered. The reimbursement process, once receipts have been submitted, may take in the area of 3 business weeks to complete and is not under our control.

### **Information Needed - Faculty to Provide on Form:**

#### Attachment A

- Faculty supervising trip
- Position/title
- Administrative Unit: Communication Studies Department
- Phone numbers - office, cell phone
- Email
- Purpose of Trip
- Destination
- Dates of travel - departure and return
- Total number of students participating
- Total number of non-students participating
- Lodging arrangements - full address and contact information required
- Method of transportation
- Common Carrier - if you are all going together on a bus/train/plane, list the carrier
- If anyone is driving, list all drivers
- College employee for emergency - please put your name and best contact number
- Travel Risks

#### Attachment B - Fill out highlighted areas

- Name of event

- Start date/end date
- Your name as TCNJ Representative

#### Student Travel Funding Request Form

- Title of Activity
- Dates of Travel
- Location
- Description of activity/reason for absence. Students will show this to instructors to validate their absence for classes.
- Anticipated Expenses

**Do NOT fill out the Total Amount authorized by the department.**

#### Student Travel Check Request

- Student to complete this form.

NO money amounts should be entered on this form by the student; the department will update the form with the approved amount of reimbursement.

- PAWS ID
- Name
- Full mailing address
- Email
- Phone

If this is a graduating senior - they may need the W9. Please take this into consideration.