



Stockton State University School of Social and Behavioral Sciences

## SOBL Checklist for Off-Campus Travel

Submit the applicable funding request form ([Faculty Development Funds](#), [Junior Faculty Funds](#), [Distinguished Professor Funds](#))

Ensure your SOBL funding request is approved (you should receive an email response from Denise Green with directions)

Complete pre-approval form in Chrome River

Complete \*new\* web form "Request for Approval of Attendance at Events" form and add [Marissa.Levy@Stockton.edu](mailto:Marissa.Levy@Stockton.edu) as your supervisor's email.

Collect Conference documentation, web information.

Acquire a hotel quote\*.

Acquire a travel quote - Air Fare, Train, bus.

Submit invitation to present/acceptance letter from conference, if relevant

Complete [Faculty/Staff Absence Form](#) and email it to SOBL (Please copy Sharon Keally in your email)

**\*Students are strictly prohibited from staying at vacation rentals such as Airbnb due to liability concerns arising from non-traditional hotels during Stockton sponsored events.**