



## STOCKTON 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.