

Regular Attendance at Events Form

Instructions:

- 1) Ask for the signature of your vice president or your vice president's designee.
- 2) Attach a copy of the signed form to a Request for Travel Authorization (TR-1) (<http://www.montclair.edu/controller/accounting/forms/tr1.pdf>) or Travel & Expense invoice (<http://www.montclair.edu/controller/accounting/forms/travelandexpenseinv.pdf>) that is not accompanied by a TR-1 form.
- 3) Retain the original signed copy for your records.