



OFFICE OF THE PRESIDENT

EMPLOYEE RELATIONS

505 Ramapo Valley Road, Mahwah, NJ 07430-1680

Phone (201) 684-7504 Fax (201) 684-7508

www.ramapo.edu

Ramapo College of New Jersey



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Estimated Cost: \$ _____

Cost Breakdown:

Transportation \$ _____ Meals \$ _____ Accommodations \$ _____ Registration Fees \$ _____

College to pay cost? **YES** **NO**

Sponsor to pay cost? **YES** **NO**

Employee to pay cost? **YES** **NO**

Other person or entity to pay costs? **YES** **NO** If yes, name: _____

Sponsor to offer honorarium or fee? **YES** **NO**

Reason for attendance: _____
