Attendance at Events forms are **ONLY** to be submitted by Staff members who plan on attending an event in their capacity as a Staff member. As soon as you make the decision to attend an event in your role as Staff, please submit the form so that we may have ample time to review.

**Step 1: Create Attendance at Event**

Click on the **Attendance at Event** icon to begin.

**Step 2: Complete the Event Information form**

You will be prompted to provide information about the event you wish to attend, such as:

- name of the event,
- event host/sponsor,
- whether the host/sponsor is an interested party to the University,
- type of event,
- cost of registration/meals/accommodation/travel, etc.

You will also be asked who is paying for you:

- whether that is the host/sponsor,
- Rutgers,
- or you are paying to attend out of your own pocket.
Step 3 Complete the remaining Smartforms

Step 4: Sponsor/Host Details

Please provide as much as information as known about the sponsor/host of the event.

Step 5: Cost Breakdown

Please provide as much information as possible about the estimated cost, such as cost for meals, travel, accommodation, and event registration. You will also be prompted to provide who is paying for these costs (the host/sponsor, Rutgers, or yourself).
Step 6: Validate the forms

Once you have completed all the previous fields, you may follow the instructions to perform a validation.

Step 7: Upload Supporting documentation

If you have an invitation, pamphlet, or itinerary for the event, please upload it here.

Step 8: Final Page and Next Steps

Follow the Completion Instructions shown.
eCOI+ Attendance at Events
Quick Guide

Step 9: Submit for Review

Final step.

Related Quick Guides

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Department Reviewer

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