



Deans Office
School Of Medicine
2020 Gravier Street, 5th Fl
New Orleans, La. 70112

International Travel Request Checklist

From: _____

Department/Center: _____

Academic Title: _____

ATTENTION: Patty Oates

Please submit ALL required documentation requested below:

1. _____ A brochure or other official materials describing the meeting or course.
2. _____ Copies of invitation or other documentation for moderating, key-note or plenary presentation, or organizational role for meeting. Note if the invitation includes a named lectureship.
3. _____ Copy of the scientific abstract(s) that WILL be submitted to the meeting organizers. **"Prior Approvals" will NOT be signed until 1) Travel is approved by the International Travel Committee and 2) Acceptance of an abstract, if relevant.**
4. _____ Proposed Flight Itinerary.
5. _____ Traveler Justification
6. _____ Department Head/Center Director Justification
7. _____ Travel Prior Approval Form.
School and Contact Information for return of packet. _____

Please note: Additional information may be requested by the committee, on an individual basis. **The deadline for submission of requests for approval will be the 15th of each month or the next business day if the 15th falls on a weekend or holiday.** In addition, it is likely that if a department head/center director or faculty member does not submit the information for approval, in a timely fashion, the request **might not be approved by the Dean** and therefore not funded for reimbursement. **Travel expenses for such travel could be the financial responsibility of the faculty member.**

PLEASE SUBMIT THE ORIGINAL to the Dean's Office and a scanned version to poates@lsuhsc.edu