**Updated – April 2022**

# INTERNATIONAL TRAVEL POLICY

**LSUHSC-School of Medicine New Orleans**

The intent of this International Travel Policy is to provide guidance about international travel that is deemed appropriate by the School of Medicine, and to comply at all times with State, LSU, LSUHSC and LSUHSC Foundation policies and regulations. Should the school committee approve travel that is not allowed based on State, LSU or LSUHSC policies and regulations, the policies and regulations of these other governing agencies will overrule school approval.

The International Travel Committee reviews proposed international travel by all members of the School of Medicine community: students, residents, staff or faculty members. Travel for educational rotations (International Educational Experiences) by students, residents, and fellows is governed by CM-65 (February 2018), and reviewed by the Health Science Center committee under international services. The School of Medicine International Travel Committee does not review travel for student, resident or fellow clinical education and training on approved rotations. The Senior Associate Dean for Faculty and Institutional Affairs will review travel proposals that involve no school or Foundation funds (e.g. if the meeting organizers will pay all travel and registration expenses); the School of Medicine International Travel Committee may not review these proposals unless there are concerns about the scientific merit of the proposed travel.

The International Travel Committee determines:

* the value the Department Head/Center Director and the potential traveler place on the proposed international travel experience;
* the academic and/or scientific merit of the travel;
* and the overall appropriateness of the proposed travel regardless of the source of funding support.

Criteria include

* the stature of the proposed meeting
* the level of traveler participation (single vs. multiple abstracts, oral vs. poster presentations)
* the scientific merit of the traveler’s abstract or presentation
* the potential benefit to the traveler, department or center, and school

**Faculty members must obtain approval from the International Travel Committee**

* **BEFORE submitting an abstract to the meeting for consideration.**
* **BEFORE agreeing to attend an international meeting as a speaker, symposium moderator, etc.**
* **BEFORE registering for an international meeting.**

If faculty submit an abstract to a meeting prior to seeking International Travel Committee approval, the committee will not consider the proposal and the travel will not be approved. If faculty are invited to present a lecture, moderate a session or serve in some other capacity, they should include the written or email invitation with the travel proposal. **In these instances, faculty must obtain approval from the International Travel Committee before accepting the invitation and registering for the meeting.** Additionally, the school expects that the meeting will provide some travel funding in exchange for your services in these capacities.

Both the Department Head or Center Director and the traveler must complete justification forms that outline various elements of the proposed travel. Attach all required additional information to the proposal as specified on the “International Travel Request Checklist”.

International travel requests can be submitted monthly, and are due in the Dean’s Office on the 15th of each month (or the next business day if the 15th is on a weekend). After review by the Senior Associate Dean for Faculty and Institutional Affairs, the Dean’s Office sends the proposals electronically to the International Travel Committee. Committee members review them within five business days of receipt and grade each proposal according to the criteria above. Approval depends on the average score after review by the committee members.

The Dean’s Office will notify Departments about the committee’s decisions. In the event of an unfavorable recommendation, the Department Head or Center Director can “appeal” to the International Travel Committee in writing, and the committee will reconsider. Faculty cannot accept meeting invitations or submit abstracts until the committee has approved the travel.

Approvals will also be sent to the School of Medicine Office of Fiscal Affairs. **Regarding abstract submission, once an abstract is accepted for presentation, the prior approval form (prior) is submitted for signature. Include a copy of the acceptance.** For abstract presentations, the office of Fiscal Affairs will not sign the prior until after the abstract is accepted for presentation at the meeting.

**International Travel COVID Restrictions and Risks:**

Limited international travel will resume in April 2022. Please provide detailed traveler and Department Head/Center Director justification documents.

There are inherent risks associated with international travel during the COVID-19 pandemic and there may be travel destination restrictions based upon federal and state law. Please note that trips can be cancelled at any time according to institutional policy. In addition, delay in return, extended stay, and quarantine measures may be needed. If so, annual leave or leave without pay must be used. If there is a mandatory quarantine, sick leave must be used. In general, work from home will not be allowed but can be reviewed on a case by case basis if needed.