



Deans Office
School Of Medicine
533 Bolivar Street
New Orleans, La. 70112

International Travel Request Checklist

From: _____

Department: _____

Academic Title: _____

ATTENTION: Ingrid M. Panchamé

Please submit **ALL** required documentation below per LSU Travel Guidelines.

1. _____ Please clearly indicate academic title, (e.g. **medical student, post-doc fellow, resident, professor.**)
2. _____ Please provide a letter of invitation (if applicable). If not in English, a translation must be provided.
3. _____ Please provide a brochure or other printed materials describing the meeting or course.
4. _____ Please provide any relevant notices of acceptance of scientific papers, abstracts or exhibits. Note if the activities involve named lectureship, key-note address, or plenary session participation.
5. _____ Please provide a copy of the submitted abstract for paper or exhibit presentation.
6. _____ Please provide a short paragraph (written by the applicant faculty member or proposed traveler) describing the scientific merit of the trip, any existing LSUHSC affiliation with the program or sponsoring institution, the existence of outside financial subsidization of the travel, the relevance of this travel to potential academic advancement in the school, accreditation or certification of programs in the school, etc....
7. _____ Flight Itinerary.
8. _____ PM-11 (if applicable).
8. _____ Other:

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 Monday, if the 15th falls on a weekend. In addition, it is possible that if a faculty member does not submit the information for approval, in a timely fashion, the request **might not be recommended by the Dean** and therefore not funded. Travel expenses for such travel could be the financial responsibility of the faculty member.*

PLEASE BE BRIEF AND CONCISE.

REQUIRED: PLEASE SUBMIT AN ORIGINAL TRAVEL PRIOR AND TWO (2) COPIES OF EACH PACKET. THANK YOU.