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, keynote 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.