



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

## International Travel Request Checklist

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 15<sup>th</sup> of each month or the next business day if the 15<sup>th</sup> 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.