

## DEPARTMENT HEAD/CENTER DIRECTOR JUSTIFICATION

### PROPOSED INTERNATIONAL TRAVEL LSUHSC School of Medicine (SOM)

**Instructions: International Travel Committee recommendation must be obtained BEFORE registering and abstracts are submitted to the scientific review committee. The Department Head/Center Director completes this form to support proposed international travel by a member of that unit, balancing the overall value against commitment of resources. **Attach copy of the abstract(s) or, alternatively, invitation or documentation for moderating, key-note or plenary presentations, or organizational roles.** Once the abstract is accepted, the prior approval form will be resubmitted for signature with a copy of the International Travel Committee minutes indicating a favorable recommendation.**

Name of Traveler:

Department or Center:

Name of Department Head or Center Director:

Title of Traveler: if (Other) please list:

Name of Meeting and Destination City:

Attestation of Substantive Academic Stature of Meeting (note if this is an APPEAL):

Alternative, domestic venues for presentation/participation are available this academic year:  
Academic/Scientific Value of Meeting/Travel to 1) Traveler, 2) Department or Center, 3) SOM (comment on all elements and note if organizational role for meeting):

Proposed Source of Funding for Travel: ( Grant/Contract )

Alternative Sources of Funding for Cost-Sharing on Travel (BOR grant for grad student travel, waiver of registration fees, society subsidy for plane or local expenses, etc):

The proposed travel expenses are reasonable and appropriate:

The proposed travel expenses are worthy use of departmental/center resources, even if abstract is accepted as a Poster:

I reviewed and approved the abstract(s) BEFORE submission of this request to the International Travel Committee:

Should the abstract(s) be accepted only as a poster and not an oral presentation, there is CME associated with the poster viewing: