

March 11, 2014

## **INTERNATIONAL TRAVEL POLICY LSUHSC-School of Medicine New Orleans**

The intent of School of Medicine in developing its International Travel Policy is to comply at all times with State, LSU, LSUHSC and LSUHSC Foundation policies and regulations; should there ever be ambiguity in the interpretation or differences in the School of Medicine policy from these other policies and regulations, the policies and regulations of the governing agencies will prevail.

The International Travel Committee is charged with review of proposed international travel:

- For all members of the School of Medicine community, student, staff or faculty member,
- To determine the value the Department Head/Center Director and the potential traveler place on the proposed international travel experience,
- To assess the appropriateness of proposed travel regardless of the source of funding supporting the travel.

The principal criterion used in determining the appropriateness of travel is the academic and/or scientific merit of the travel; merit assessment includes the stature of the proposed meeting, the level of participation by the traveler, and the potential benefit to the traveler, department/center, and school. Review by the International Travel Committee must take place BEFORE the submission of abstracts for consideration by the meeting organizers and also BEFORE registering for an international meeting or symposium. Invitations or other documentation will need to be provided for moderating sessions, key-note or plenary presentations, or other organizational roles at a meeting.

Both the Department Head/Center Director and the Traveler must complete pdf-fillable justification forms that outline various elements of the proposed travel. Additional information must also be submitted and this is listed in the "International Travel Request Checklist" (attached).

Proposals are submitted monthly, due on the 15<sup>th</sup> or the next business day. Proposals are distributed electronically to the International Travel Committee members and are reviewed within 5 business days. An average of a "C" grade for each proposal is needed for a favorable recommendation. Grades are summarized in monthly minutes. **The Committee minutes will be sent to the relevant Department Heads/Center Directors and if unfavorable, the Department Head/Center Director can "appeal" the recommendation to the Committee** prior to submission of the abstract to the meeting/symposium organizers or acceptance of the invitation; the forms in this situation would be appropriately annotating that the appeal is a resubmission, providing additional information or perspective on the proposed travel. Committee minutes will also be sent to the School of Medicine Office of Fiscal Affairs.

**In the instance of abstract submission, once an abstract is accepted for presentation, the "prior" approval form is resubmitted for signature with a copy of the acceptance and relevant Committee minutes.** For abstract presentation justifications, the prior WILL NOT be signed after Committee recommendation, but rather after the abstract is accepted.

The previously instituted "frequent flyer" program is discontinued for lack of participation.