



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

International Travel Request Checklist

From: _____

Department/Center: _____

Academic Title: _____

ATTENTION: Patty Oates

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) the International Travel Committee approves travel, and 2) the packets will NOT be returned until acceptance of the abstract or other conference activity proposal.**
4. _____ Proposed Flight Itinerary.
5. _____ Traveler Justification
6. _____ Department Head/Center Director Justification
7. _____ Travel Prior Approval Form.

Please note: It is recommended that international packets be submitted at least three months before the abstract submission deadline or acceptance of invitations to participate in other meeting activities. The deadline for packet submission is the 15th of each month or the next business day if the 15th falls on a weekend or holiday. Packets are not reviewed upon receipt, and the committee may request additional information. The review process begins on the 15th of the month for all packets. Please see the International Travel Policy for more details.

PLEASE SUBMIT THE ORIGINAL to the Dean's Office and a scanned version to poates@lsuhsc.edu