



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

International Travel Request Checklist

From: _____

Department/Center: _____

Academic Title: _____

ATTENTION: Jennifer Crisp

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. **Pre-approval by both the department head and the International Travel Committee are required BEFORE the abstract is submitted to the meeting. "Priors" will NOT be signed until the abstract has been accepted and the above approvals have been obtained.**
4. _____ Flight itinerary.
5. _____ Traveler Justification
6. _____ Department Head/Center Director Justification
7. _____ Travel Prior Approval Form.

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 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.**

PLEASE SUBMIT THE ORIGINAL to the Dean's Office and a scanned version electronically to jcris1@lsuhsc.edu.