

TRAVELER JUSTIFICATION

PROPOSED INTERNATIONAL TRAVEL

Instructions: International Travel Committee recommendation must be obtained BEFORE registering or abstracts are submitted to the scientific review committee for the meeting or symposium. The intended traveler submits this form for proposed international travel in an effort to assess overall value balanced against commitment of resources; this form accompanies another from the traveler's department head or center director. **Attach copy of the abstract(s) or, alternatively, invitation or documentation for moderating, key-note or plenary presentations, or organizational roles. If there is an unfavorable recommendation, the request can be resubmitted to the International Travel Committee by the Department Head/Center Director "on appeal". 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:

Department Head or Center Director reviewed and approved the abstract BEFORE submission to the International Travel Committee:

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:

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):

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

Should the abstract(s) be accepted only as a poster, author presence at the poster is required for discussion with viewers:

I have read the International Travel "Restrictions and Risks" section of the International Travel Policy