

Updated – April 2025

## INTERNATIONAL TRAVEL POLICY AND PROCEDURES

### LSU Health Sciences Center New Orleans, LA

The International Travel Committee reviews proposed international travel by all members of the LSU Health Sciences Center community: faculty members, staff, students, residents, and all other learners and trainees. In addition, the prior approval document for all international travel requires signature by the school's dean and the LSUHSC Vice Chancellor of Administration and Finance.

Student, resident and fellow international rotations (International Educational Experiences) is governed by CM-65. However, international travel request packets must be submitted. These packets are not reviewed by the committee for approval but are required to document student and trainee international travel for the Health Sciences Center and still require prior approval signature by the school's dean and the LSUHSC Vice Chancellor of Administration and Finance.

Further details and assistance with packet preparation are available on the website.

The intent of this International Travel Policy is to provide guidance about international travel that is deemed appropriate by the LSU Health Sciences Center, and to comply with all state, LSU, LSUHSC and LSU Health Foundation policies and regulations. The International Travel Committee approval and Vice Chancellor of Fiscal Affairs review and signature are necessary for all international travel. For travel to some countries, Louisiana Higher Education Security Act (LAHEFSA) committee approval may be required. The International Travel Committee makes initial approval recommendations to the Vice Chancellor for final approval and signature. The Vice Chancellor's decision, state of LA, LSU Systems Office, LSUHSC, foundation or other governing agency policies and regulations can overrule the International Travel Committee approval.

The Chair of the International Travel Committee will review travel proposals that involve no school or Foundation funds (e.g. meeting organizers funding all travel and registration expenses); the committee may not review these proposals unless there are concerns about the scientific merit of the proposed meeting.

The International Travel Committee determines:

- Value that the Department Head/Center Director and the potential traveler place on the proposed international travel through review of their separate justification documents.
- The academic and/or scientific merit of the meeting.
- The overall appropriateness of the proposed travel regardless of the source of funding.

Criteria include:

- the stature of the proposed meeting
- the level of traveler participation (single vs. multiple abstracts, oral vs. poster presentations)
- the scientific merit of the traveler's abstract or presentation
- the potential benefit to the traveler, LSU Health Sciences Center, school, center, or department

**Approval from the International Travel Committee and Vice Chancellor of Administration and Finance must occur:**

- **BEFORE** submitting an abstract to the meeting for consideration.
- **BEFORE** agreeing to attend an international meeting as a speaker, symposium moderator, etc.
- **BEFORE** registering or expending any funds for an international meeting.

If the submission of an abstract to a meeting occurs prior to International Travel Committee approval, the proposal will not be considered, and the travel will not be approved or reimbursed. If faculty are invited to present a lecture, moderate a session or serve in some other capacity, they should include the written or email invitation with the travel packet. **Faculty must obtain approval from the International Travel Committee before accepting the invitation and registering for the meeting. If needed, while awaiting the necessary approvals, a letter of explanation to the meeting host is available upon request.** Additionally, the school expects that the meeting

will provide some funding for travel in exchange for your services in these capacities.

#### **International Travel COVID or Other Restrictions and Risks:**

There are inherent risks associated with international travel destination restrictions based upon pandemics, etc. There may be travel destination restrictions based upon federal and state law as well. Please note that trips can be cancelled at any time according to institutional policy. In addition, delay in return, extended stay, and quarantine measures may be needed. If so, annual leave or leave without pay must be used. If there is a mandatory quarantine, sick leave must be used. In general, work from home will not be allowed but can be reviewed on a case-by-case basis if needed.

## **PROCESS, PROCEDURES AND PREPARATION**

International travel for school business requires significant advance planning. Please visit the **LSUHSC International Travel Website** for the required documents.

The International Travel Committee reviews proposed international travel by all members of the LSU Health Sciences Center community: faculty members, staff, students, residents, and all other learners and trainees. In addition, the prior approval document for all international travel requires signature by the school's dean and the LSUHSC Vice Chancellor of Administration and Finance.

#### **International travel to meetings for presentation of an abstract:**

1. **Prior to abstract submission** for an international meeting or rotation, approval must be received from the school's dean, the International Travel Committee and the Vice Chancellor for Administration and Finance. Travel to adversarial countries will require an additional approval. The abstract must be included in the international travel request packet.
2. It is recommended that international travel packets be submitted **at least three months before** the abstract submission deadline. This will allow time for committee review and all necessary approvals before the deadline and time for meeting registration and other travel arrangements to be made in a timely fashion.
3. Travel to adversarial countries will require additional approval by the Louisiana Higher Education Foreign Security Act (LAHEFSA) committee. This committee submission is made by the International Travel committee.
4. International travel **will not be approved** if an abstract is submitted to a meeting before the necessary approvals.
5. See the submission process below.

#### **International travel to give an invited presentation or participate in other conference leadership roles:**

1. International meetings that invite faculty to speak or serve in other leadership roles, the invitation must be included with the packet and the meeting is expected to provide all or partial funding for travel.
2. If the meeting organizers fully support the travel expenses, submission of an international travel request packet with a summary of the presentation/role and a "zero" prior approval is still required.
3. If the faculty member requests school or foundation funds to support the travel, the International Travel Committee must approve the travel request **before the invitation is accepted**.
4. If needed, while awaiting approvals, a letter of explanation to the meeting host is available upon request.
5. Travel to certain countries will require additional approval by the Louisiana Higher Education Foreign Security Act committee (LAHEFSA). If needed, this submission is made by the International Travel committee.
6. See the submission process below.

#### **International travel for clinical rotations and other educational experiences:**

1. An LSU Health Sciences Center committee has already approved certain educational rotations under the guidance of **CM-65** but still require submission of international travel packets.
2. The International Travel Committee does not review educational rotations for approval. However, they still require signature of a "zero" prior approval by the school's dean and the LSUHSC Vice Chancellor of Administration and Finance.
3. In addition, these packets are required to document student and trainee school-related international travel for the Health Sciences Center.
4. An international travel packet must be submitted for the faculty, trainees and students participating in these rotations.

#### **International travel for other reasons:**

1. The International Travel Committee will review proposals for travel for other reasons on a case-by- case basis.
2. The International Travel Committee does not generally approve travel to international meetings for personal education purposes only.
3. The school or LSUHSC may not support international travel for an invited lecture if there is no accompanying funding for the travel.
4. Attendance at an international conference that is self-funded and without scientific participation is allowed by some schools in the LSU Health Sciences Center.
5. A complete international travel packet with a "zero" prior approval must be submitted to the committee for approval and signature of the Vice Chancellor for Administration and Finance.
6. In addition, these packets are required to document school-related international travel for the Health Sciences Center.
7. When approved by the school's dean or their designee, "off-campus activity" may be used as the type of leave.
8. See the submission process below.

#### **Submission Process for International Travel Approval**

1. Submission of abstracts, symposium or other proposals cannot be submitted before International Travel Committee submission and other necessary approvals.
2. Invitations to speak or participate in other leadership and planning roles for the meeting cannot be accepted without the International Travel Committee and other necessary approvals.
3. Submit the abstract, symposium or workshop proposal, etc., to the Department Head or Center Director for review and approval.
4. Attach all required documents as specified on the "International Travel Request Checklist".
5. Fill out and attach the Traveler Justification Form.
6. The Department Head or Center Director must fill out their justification form.
7. Attach the abstract or summary of proposals and other roles for possible submission or the invitation to speak or serve at the meeting.
8. Attach the meeting brochure or announcement, showing the meeting dates, location, and the abstract submission deadline if submitting an abstract.
9. Attach any relevant additional information such as agreements to provide support for travel.
10. Attach the prior approval form.
11. Submit the justification forms and all attachments to the Chair of the International Travel Committee by the 15<sup>th</sup> of the month, three months prior to the abstract submission or other meeting deadlines.
12. This time is recommended to allow adequate time after the committee and other approvals for registration, ticket purchase, reservations, LAHEFSA review, etc.
13. Please note: Packets are not reviewed as they are received. The review process for all packets begins on the 15<sup>th</sup> of the month.
14. No funds are to be expended for international travel prior to approval.
15. Faculty will be informed of the International Travel Committee decision by email 2-3 weeks after the committee review process begins. If LAHEFSA committee review is also needed, that decision may require an additional 2-3 weeks.

16. After approval by the International Travel Committee and Vice Chancellor for Administration and Finance, the abstract or summary of other proposals requiring acceptance can be submitted to the meeting.
17. If the international travel proposal is not approved, the school's dean or department head can appeal to the committee in writing for reconsideration.
18. If an abstract, symposium proposal, etc., requires acceptance by a meeting first, the school or department must inform the dean's office of the acceptance. Only then will the approved international travel packet be returned.

**Please note:** Travel to Canada or Mexico is approved through the standard prior approval process and does not require approval by the International Travel Committee.

**Contact Information:**

**International Travel Committee Chair:**

Stephanie N. Taylor, MD

[Staylo2@lsuhsc.edu](mailto:Staylo2@lsuhsc.edu)

504-568-6883

**International Travel Committee Coordinator:**

Patty Oates

[poates@lsuhsc.edu](mailto:poates@lsuhsc.edu)

504-568-2098