



School of Veterinary Medicine

Office of the Dean

Conference Travel Form

Name: _____

Class/Year: _____

Conference Attending: _____

Location: _____

Conference Dates: _____

* Please note that conference attendance can only be excused with 30 days notice of the absence.

Which of the following is the reason for the conference attendance?

- a) presenting a scientific abstract as a poster or podium presentation or
- b) receiving a competitive scholarship from a national or state organization to attend the meeting or
- c) the student is representing LSU as part of a national leadership position (not a school level position) or competitive team and

Are you in good standing with LSU and LSU Vet Med? ☐ Yes or ☐ No

Do you acknowledge the travel planning guidelines for conference attendance? ☐ Yes or ☐ No

a. Conference Travel:

- i. In-state: should be planned for the same day, unless previous approval acquired (i.e., presentation is first thing in the morning)
- ii. North, Central, or South American destination: travel should be planned for the day prior
- iii. All other destinations: up to two days prior
- iv. Exceptions must be approved by the Course Coordinator and Senior Associate Dean of Student Success
- v. Travel back to LSU should occur on the same day of the presentation or mandatory meeting when possible (i.e., morning presentations or meetings)

that end early on the final day, where an afternoon or evening flight can be arranged), or the day immediately following

- vi. Extended attendance at a conference for the purpose of non-essential session/workshop attendance or personal activities is not considered excused if interfering with the student's academic schedule.

Travel Dates: _____

List course activities/exams missed: _____
