

Received _____

TAR Deadline _____

Travel Planning Form

Please submit this form **before** abstract submission.

Email completed form to Judy and Erika. We will provide you with the TAR deadline.

- **Provided funding source(s) must have travel funds available when the abstract is submitted.**
 - If outside funding (i.e. SGA) will be requested, we still must have funds available to pay for the travel up front.
- Postdoc and student travel must occur during funding source grant period.
- During the travel period, student and postdoc work hours cannot be paid from a different grant funding source.
 - Traveler must document work time on the grant from which they are paid.
- TARs must be submitted by the deadline provided or approval will be withheld.

PI _____

Meeting name _____

Meeting date(s) _____ International? Y N

Abstract Deadline _____

Acceptance Notification Date _____

A date range is fine. This will be used to determine the TAR deadline.

Attendee	Funding Source <i>list account number</i>	Applying for outside funding? <i>if yes, check below</i>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>

All air travel must be arranged through Lorraine Travel at 800-666-8911.

Changes made after TAR submission are subject to approval.