

What you need to know if you plan to travel for SLAC

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- If you are traveling to workshop, conference, seminar fill out the **Event Questionnaire 75 days in advance** of trip and submit to Michelle Montalvo
 - You must wait until you are notified that your conference travel is approved before making travel arrangements

 - Fill out the **Foreign travel approval form 45 days in advance** of foreign trip and submit to M. Montalvo
 - If you are traveling to a conference this form is *in addition* to the event questionnaire; for both you must wait until you receive approval before making travel arrangements

 - Fill out the online domestic travel approval form for domestic travel in advance of travel

 - Must *always* fly coach on a US carrier

 - Must complete travel expense report for reimbursement within 20 days of returning from trip

 - All forms and FAQ's are available on the travel website
 - <http://www-group.slac.stanford.edu/bsd/travel/default.htm>

 - Questions? Contact Michelle Montalvo at 926-2057 or Montalvo@slac.stanford.edu