

**Washburn Law School Travel Request**  
**Submit to the Dean's Office with the University Out of Town Travel Authorization Form**  
**and a copy of the conference/program brochure or web announcement**

Name \_\_\_\_\_ Date \_\_\_\_\_

Conference/Program Name & Location \_\_\_\_\_

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1. Please explain how the proposed travel will support your professional goals.
  
2. If you will be presenting a program, please describe your role. How many sessions, the length of the sessions, panelist or solo, expected audience.
  
3. Will a paper you are presenting be published in connection with the program? If so, describe the arrangements.
  
4. Will the conference host be compensating part or all of your trip expenses? Will you receive an honorarium or fee? If so, please state the details of the arrangement.
  
5. Are you an officer in the organization hosting this conference or activity? If so, please explain your position and why the travel is necessary.
  
6. If the travel is international, have you applied for University funding for airfare through the International Travel Committee? <http://www.washburn.edu/admin/vpaa/forms/international-travel-fund.pdf>

How much funding have you requested or received from this source?