

Application for Conference Travel Checklist – Required documentation

- € Completed and signed application form
- € Event's programme or invitation (only if presenting)
- € Registration
- € Airfare (including dates of travel and airport location)
- € Justification of ground transportation costs
- € Hotel costs (including dates of stay; for stay above \$150/night include justification)
- € Justification for other costs not covered by *per diem*.
- € Other sources of funding