



If you are requesting for travel to be funded by the Office of Women in Medicine and Science (WIMS), this form must be completed and submitted to WIMS for approval prior to requesting a Travel Authorization (TA) from HWCOM Finance. Please submit the request via e-mail to **wims@fiu.edu**.

Traveler's Information

First Name

Last Name

E-mail Address

Panther ID

Employee:

Event Information

Type of Event:
(Scroll down selection)

Name of Event

Event Location

Start date:

End date:

Link/URL to Event Website:

Have you
attended this
event before?

Yes

No

If yes, provide the
dates and a brief
description of
what you took
away and how you
applied it toward
your contribution
at FIU HWCOM
and/or your
professional
development.

Estimated Cost:
(Excluding airfare)

Purpose of Travel

NOTE: Due to our limited funds, WIMS will only be able to assist with the partial funding. The requestor is responsible for securing the remaining funds. If there is a presentation or poster included for the travel request, WIMS will not fund any poster and/or supplemental material. The confirmation of abstract and /or poster acceptance must be attached along with the WIMS Travel Conference Request Form.

Briefly state what you expect to learn from this conference that will enhance your contribution to FIU HWCOC curriculum, curricular administration, and/or personal professional development. We are particularly interested in any links you can make between this year's conference agenda items and your expectations. Specify the sessions that you will commit to attend and be prepared to report on to WIMS upon your return.

Provide your explanation:

WIMS use only

Date submitted	Travel approved
	Yes
	No

If yes, please submit a travel request form along with this form to comfin@fiu.edu. If request denied, see below.

Denial explanation:

Approved or denied by:

Activity Number:

Approver's Signature:

Date Approved: