

**FSU COLLEGE OF MEDICINE
RESEARCH AND GRADUATE PROGRAMS**

Travel Checklist:

Task	Date
Abstract fee due date	
Appointment scheduled with Travel Rep (Two weeks prior to due date of payment)	
Abstract Submission due date	
Registration due date	
Pre-Travel form Complete	
Registration paid	
Flight booked	
Vehicle booked	
Hotel booked	
Receipts given to Travel Rep	