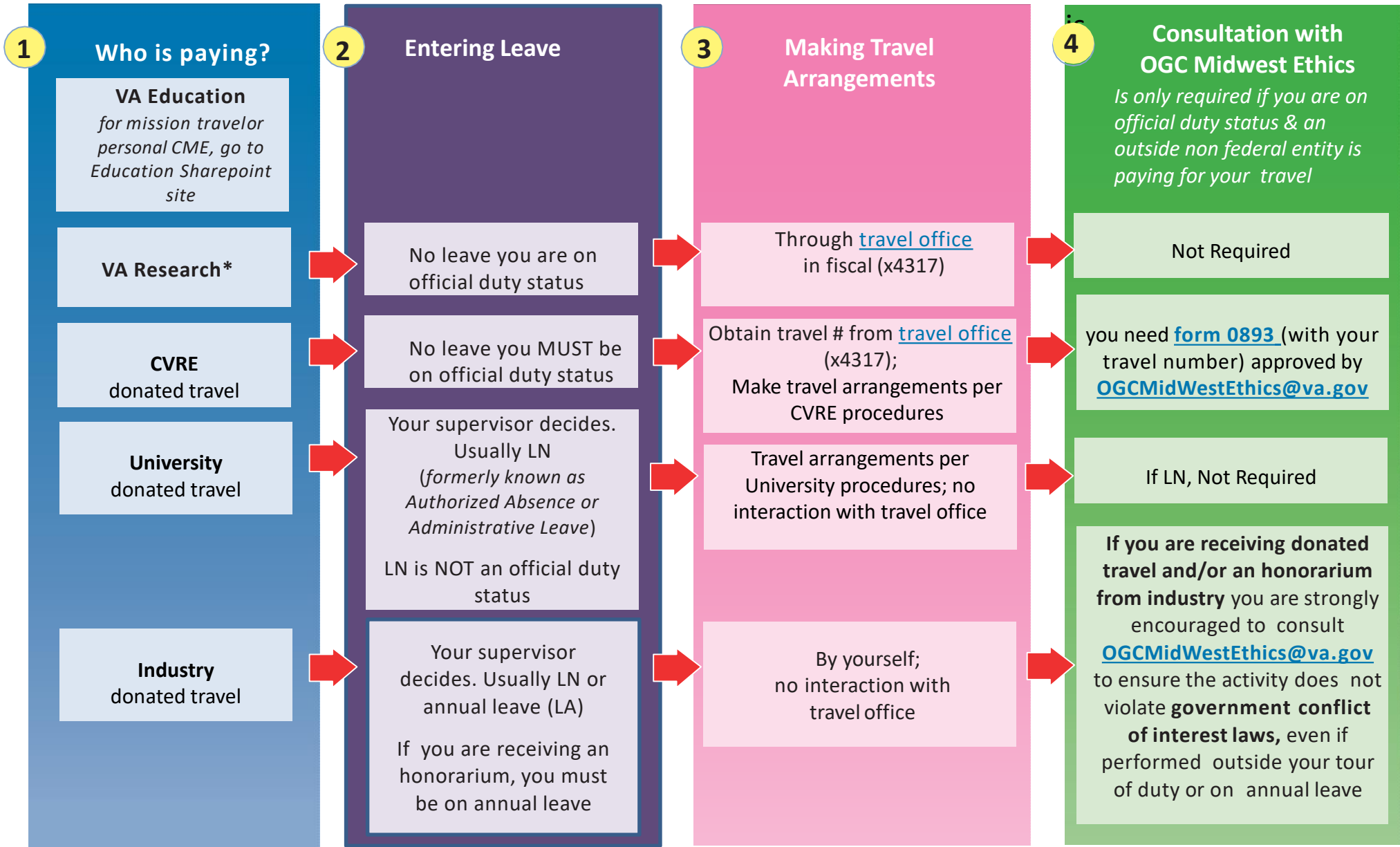




# Travel to Professional/Academic Meetings as a VA Employee

(version 4.1, approved by Academic Excellence Council, November 13, 2019, updated 1-27-20)



\*To attend a study section at NIH you have to take LN which means that travel cannot be paid for by CVRE or VA

**FOREIGN TRAVEL**  
Start the process **at least 90 days in advance** by completing [foreign travel forms](#) and obtaining an official passport. **If travelling on your own passport, you must take Annual Leave (LA).**