

Submission Requirements

Conference trip requests MUST be submitted 70 days before conference start date. Allow time for appropriate reviews and approval and country clearance requirements for foreign travel conferences.

Exceptions: When the Fermilab Travel Office receives data call requests from DOE or from other laboratories, we will poll conference attendance for conferences beyond 70 days and sometimes months ahead.

When conference travel (both Domestic and Foreign) is approved, all Fermilab authors submitting a paper to the conference should request a CONF number from [Fermilab's Technical Publications Request and Submission preprint numbering system](#), then upload a copy of the paper.

All copyright forms for this conference must be signed by Fermilab's Technical Publications Office, techpubs@fnal.gov in accordance with DOE and FRA requirements.

Travel expense vouchers are due to Accounting for processing within 30 days of return.