Section 1: University Requirements
The items in this section are required for ALL students traveling on behalf of ULM, or any affiliated organizations, regardless of whether the student will receive university or school funding.

The organization member in charge of travel should go by the Office of Student and Professional Affairs and pick up the following forms or get them online:

- **Domestic Travel: Student Pre-Trip Travel Form for Domestic Travel.**
  - This form can be picked up from Ms. Massey in OSPA or found online at: [https://webservices.ulm.edu/forms/get-form/594](https://webservices.ulm.edu/forms/get-form/594);
  - Only need one form for entire travel group;
  - Must be signed by the organization’s advisor, or a faculty/staff member (if any,) traveling with them; and
  - Must be turned in to Ms. Massey in OSPA at least two weeks before trip.

- **Domestic Travel: Student Acknowledgement of Rules.**
  - This form can be picked up from Ms. Massey in OSPA or found online at: [https://webservices.ulm.edu/forms/get-form/421](https://webservices.ulm.edu/forms/get-form/421);
  - Only need one form for ENTIRE travel group;
  - Must be signed by each student traveling; and
  - Must be turned in to Ms. Massey in OSPA at least two weeks before trip.

- **Domestic Travel: Student Contact Information Form.**
  - This form can be picked up from Ms. Massey in OSPA or found online at: [https://webservices.ulm.edu/forms/get-form/422](https://webservices.ulm.edu/forms/get-form/422);
  - EACH student traveling must complete a separate form; and
  - Turn in to Ms. Massey at least one week before trip.

- **Domestic Travel: Student Medical Liability Waiver**
  - This form can be picked up from Ms. Massey in OSPA or found online at: [https://webservices.ulm.edu/forms/get-form/593](https://webservices.ulm.edu/forms/get-form/593);
  - EACH student traveling must complete a separate form; and
  - Turn in to Ms. Massey at least one week before trip.

- **Domestic Travel: Student Personal Vehicle Waiver**
  - This form can be picked up from Ms. Massey in OSPA or found online at: [https://webservices.ulm.edu/forms/get-form/595](https://webservices.ulm.edu/forms/get-form/595);
  - EACH student who will be driving must complete a separate form;
  - EACH student submitting this form must also provide copy of current vehicle insurance card;
  - Student must have trip sponsor/advisor sign the form; and
  - Turn in to Ms. Massey at least one week before trip.
  - Current Louisiana State Travel Office guidelines do not allow for students to receive mileage reimbursements or drive state-owned vehicles so you are not required to complete the online driving course, even though you do have to submit the vehicle waiver form.

Once the first two forms have been turned in to OSPA, they will be sent to the appropriate university offices.
Failure to submit the required university documents listed in this section may terminate eligibility to receive School of Pharmacy travel reimbursement.

Any international travel will be handled on a case-by-case basis. Please see Ms. Massey in OSPA.

SECTION 2: School of Pharmacy Requirements

The items in this section are ONLY for organizations/students who will receive School of Pharmacy Foundation travel reimbursement.

(2a): SAC Guidelines for Travel Budget Consideration

Student travel to local, state and national meetings is a very important component in the professional development of our students. However, due to finite resources available from the School, and the need to assure that funds are being used for the greatest benefit of the student body, guidelines are necessary to distribute finances for student travel. The SOP Student Travel Application process is to be used by student organizations to petition the Student Affairs Committee (SAC) for travel reimbursement awards distributed through the School of Pharmacy.

- Priority will be given to those who are presenting (poster or podium,) competing (e.g. patient counseling competition, clinical skills competition,) or running for office at the meeting.
- Organization should be maximizing funds (sharing rooms, minimizing transportation costs, etc.)
- Educational programming or professional development should account for the majority of the trip.
- Must be in good academic standing, as defined by the Student Policy Manual, and not earning any grades lower than a “C” in current courses. Students may still travel, as long as they are still in good academic standing, but will not be awarded funding.
- It is the responsibility of the organization to monitor accountability. Students who are granted funds to attend meetings and then are reported as not participating in required events will likely be denied any future requests for travel funding (depending on circumstances.)

(2b): Process for Receiving SOP Student Travel Funding

Requests for SOP student travel funding should be handled through SOP student organizations. Each organization is responsible for submitting a budget form to the Student Affairs Committee (SAC) by the August deadline in order to be considered in the budget for the academic year.

Leaders from each organization should consult with advisors and group members to decide on the trips for which they will request SOP assistance and determine an estimated number of people expected to travel. The organization leaders should complete a separate “Student Travel Budget and Planning Form” for each trip request. This form can be picked from Ms. Michelle Massey in the Office of Student and Professional Affairs, Office 174E, or found online at http://ulm.edu/pharmacy/currents.html under the “Forms” heading.

Once an organization requests an amount for budgeting, it cannot be increased, even if the number of people traveling increases. However, if the number of individuals who actually travel is significantly lower than the number that was submitted for budgeting, the SAC may choose to decrease the amount proportionately.
To be considered, forms must be submitted to Ms. Michelle Massey in the SOP Office of Student and Professional Affairs, Bienville Room 174E, before the due date.

The Student Affairs Committee will decide how budgeted funds will be distributed between organizations and organizations will be notified of the amounts. Each organization will, in turn, work with its advisor and members to determine a fair way to use or distribute the funds allocated for each trip.

Prior to travel let Ms. Massey (mmassey@ulm.edu) know how the organization has decided to use the funds provided by SOP. How the organization plans to use the travel funds will determine what the Dean’s Office needs for verification.

NOTE: Travel funding coming from the School of Pharmacy Foundation is not subject to all Louisiana State Travel Guidelines. You may obtain the most reasonable rates for flights, hotels, etc., rather than booking through the state travel agencies.

• **For reimbursements to one to two individuals:**
  - If only one or two individuals are receiving the funds then the SOP can have checks issued directly to the individuals. In this instance the individuals need to provide receipts totaling up to the amount of the reimbursement, along with a copy of a bank statement or credit card bill showing these charges (Black out all information except your name and the charges for the trip.)
  - Turn in these items, along with a copy of the conference, meeting, etc., information to Ms. Massey in OSPA. She will submit your information to the Dean’s Office. It generally takes at least two weeks for your checks to arrive so the sooner you turn in your information, the sooner you will receive your funds.

• **For reimbursements to the organization:**
  - After the travel has taken place, the organization should submit an itemized invoice to the School of Pharmacy Foundation for the budgeted amount. The invoice should list all students who traveled and how the funds were used. Submit the invoice to Ms. Massey in OSPA.
  - Once the organization distributes the funds an “Organization’s Disbursement of SOP Travel Funds” form should be completed and turned in to Ms. Massey. Each section of the form lists the requirements for each situation. The form can be picked up from Ms. Massey in OSPA Office 174E, or found online at: [http://ulm.edu/pharmacy/currents.html](http://ulm.edu/pharmacy/currents.html) under the “Forms” heading.

All reimbursement documentation should be submitted within thirty (30) days of travel.