

ULM College of Pharmacy Policy and Procedures for Student Travel

Purpose: The purpose of this policy is to establish criteria for the request of supplemental funding from the Office of Student and Professional Affairs (OSPA) and the Student Affairs Committee (SAC). The procedure establishes the steps to be taken to apply for student travel funding and outlines the reimbursement process for the College of Pharmacy (COP) student organizations.

Student travel to local, state, and national events is a very important component in the professional development of our students. However, due to finite resources available from the College, 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.

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 organizational member in charge of travel or chapter President should meet with the organization's Advisor(s) at least 60 days prior to the anticipated travel to discuss the required forms and any travel funding request.

- Travel Authorization Form
 - This form can be picked up from the organization's Advisor or found online at: <https://webservices.ulm.edu/forms/officesdepartments/controllers-office>
 - EACH student traveling must complete a separate form
 - Must be turned in to the organization's Advisor at least two weeks before the trip
- Domestic Travel: Student Pre-Trip Travel Form for Domestic Travel
 - This form can be picked up from the organization's Advisor or found online at: <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) travelling with them
 - Must be turned in to the organization's Advisor at least two weeks before the trip
- Domestic Travel: Student Acknowledgement of Rules
 - This form can be picked up from the organization's Advisor or found online at: <https://webservices.ulm.edu/forms/get-form/421>
 - Only need one form for ENTIRE travel group
 - Must be signed by each student traveling
 - Must be turned in to the organization's Advisor at least two weeks before the trip
- Domestic Travel: Student Contact Information Form
 - This form can be picked up from the organization's Advisor or found online at: <https://webservices.ulm.edu/forms/get-form/422>
 - EACH student traveling must complete a separate form
 - Must be turned in to the organization's Advisor at least one week before the trip
- Domestic Travel: Student Medical Liability Waiver

- This form can be picked up from the organization's Advisor or found online at: <https://webservices.ulm.edu/forms/get-form/593>
- EACH student traveling must complete a separate form
- Must be turned in to the organization's Advisor at least one week before the trip

Advisors will collect the first three forms and submit them to the COP Business Office, following their current policy and procedure. Forms will be submitted to coporder@ulm.edu with the subject line "Travel". The last two forms are to be kept by the Advisor.

Failure to submit the required University documents listed in this section may terminate eligibility to receive COP travel reimbursement.

Any international travel will be handled on a case-by-case basis. Please see the Assistant Dean for Student and Professional Affairs to discuss.

SECTION 2: College of Pharmacy Requirements

The items in this section are ONLY for organizations/students who will receive COP travel reimbursement.

(2a): Student Affairs Committee guidelines for travel funding consideration

The COP Student Travel Application process is to be used by student organizations to petition the OSPA and SAC for travel reimbursement awards distributed through the COP.

- Advisors must submit anticipated travel needs for the academic year to the SAC by September 1 each academic year. Travel needs should include event name, destination, anticipated number of students travelling, and an estimation of cost.
- COP student organizations must apply for the ULM Student Activity Enhancement Fee (SAEF) award prior to requesting funds from the SAC. Application for SAEF award must be forwarded to the Assistant Dean for Student and Professional Affairs and SAC Chair.
- If the COP student organization is ineligible to apply for the SAEF award, the organization must fill out the COP Student Travel Fund Request Form.
- 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. Consideration will also be prioritized for travel requiring attendance of a chapter representative and/or Advisor.
- If an organization wishes to host or co-sponsor a regional/state/national event or meeting, a chapter representative and the Chapter Advisor will be invited to a meeting of the SAC to present their request. This presentation should outline financial, time, and human resources obligations. Prior approval from the SAC and/or COP is required before entering into a host agreement.
- Organizations should be maximizing funds (fundraising, sharing rooms, minimizing transportation costs, etc.)
- Educational programming or professional development should account for most of the trip.
- Students must be in good academic standing, as defined by the Student Policy Manual, and not earn any grades lower than a "C" in current courses. Students may still travel, if they are still in good academic standing but will not be awarded funding.

- It is the responsibility of the organization's advisor to monitor accountability during travel. Students who are granted funds to attend meetings and then are reported as not participating in required events will be denied any future requests for travel funding. The Assistant Dean for Student and Professional Affairs must be notified of all students who fail to meet expectations during the travel period.

(2b): Process for application and receipt of COP student travel funding

All requests for student travel should be made by the sponsoring student organization (not individuals). This includes travel requests for students or advisors representing the College and their organization at any local, regional or national events.

Student leadership in the organization will fill out the SAEF form or COP Student Travel Funding Request Form and submit it to the SAC at least 60 days prior to the scheduled travel. The forms will be reviewed by the SAC and travel funds will be awarded based on available budgets, number of students travelling, and level of participation of members.

NOTE: Travel funding coming from the College 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 or two individuals:
 - If only one or two individuals are receiving the funds, then the COP 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).
 - Submit these items, along with a copy of the conference/meeting/event information to the organization's Advisor. He/She will submit your information to the Business Office.
- For reimbursements for more than two individuals
 - Reimbursement for more than two individuals will be made directly to the organization
 - The organization's advisor will oversee the distribution of funds to ensure equitable reimbursement for all students who travelled.

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