

**ULM College of Pharmacy
Procedures for COP 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 30 days prior to the anticipated travel to discuss the required forms and any travel funding requests.

- **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) traveling 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 to the COP Senior Business Accounting Coordinator (Brittany Coleman, Bienville 102H). 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 College of Pharmacy travel reimbursement.

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

SECTION 2: College of Pharmacy Requirements

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

(2a): Student Affairs Committee guidelines for travel funding 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 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. The COP 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 College 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. Consideration will also be prioritized for travel requiring attendance of a chapter representative and/or Advisor.
- If an organization is wishing 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 the majority of the trip.
- Students 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 be denied any future requests for travel funding (depending on circumstances).

(2b): Process for receiving COP student travel funding

Requests for COP student travel funding should be handled through COP student organizations. Each organization is responsible for submitting a request to the SAC when funding is requested for a student and/or Advisor to represent the College or their organization (including, but not limited to, the ASHP Clinical Skills Competition, APhA Patient Counseling Competition, Kappa Epsilon National Convention, or others) by the requested deadline in order to be considered in the budget for the academic year.

After travel has occurred, the organization should work with their Advisor(s) to submit the Student Travel Rubric forms for all members who traveled. Submission of this form is required within 30 days of the approved travel. Reimbursement to members will be based on individual participation according to the rubric. One check will be awarded to the organization to be distributed according to the calculated reimbursement rate for each member.

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 Dean's Office.
- **For reimbursements to the organization:**
 - After the travel has taken place, the organization should the completed Student Travel Rubric form with information for all students who traveled. Advisors will submit the completed form to OSPA.
 - Once the organization distributes the funds an "Organization's Disbursement of COP Travel Funds" form should be completed and turned in to OSPA. Each section of the form lists the requirements for each situation. The rubric form can be picked up from organizational Advisors or found online at: <http://ulm.edu/pharmacy/currents.html> under the "Forms" heading.

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