

Policy Area: School of Pharmacy – CS Dept	Subject: License Reciprocation
Effective Date: 5/21/2014	Page Number: 1
Approved Date: 5/21/2014 Revision Date:	Approved by: Administration
<p>1. Rationale or background to policy: To establish policy for reimbursement requests for professional license reciprocation fees.</p> <p>2. Policy Statement: Newly hired faculty members will be allowed to use start-up funds as a source of reimbursement for the costs of license reciprocation.</p> <p>3. Procedures:</p> <ol style="list-style-type: none"> 1. Upon successful completion of the reciprocation process, the faculty member shall submit a request for reimbursement, and a copy of the original payment receipt. 2. The request for reimbursement shall indicate the account number from which funds are to be disbursed. 	