

Student Affairs Committee

Student Travel Reimbursement Guidelines Summary

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 Student Travel Application process is to be used by individual members of student organizations to petition the Student Affairs Committee (SAC) for travel reimbursement awards distributed through the College of Pharmacy.

- Reimbursement awards should be matching funds with the organization, whenever possible.
- Based on need, student eligibility and the purpose of funds.
- 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.
- If travel is REQUIRED as part of your duties to the organization (i.e. holding an office, serving on a national committee, etc.,) then it is the organization's responsibility to provide all of the funding for your travel.
- It will be in student's favor when it is clear that extensive fundraising has been done.
- Organization should be maximizing funds (sharing rooms, minimizing transportation costs, etc.) HOWEVER, for those students requesting reimbursement, you MUST follow Louisiana State Travel Guidelines, meaning what may be cheaper for the group as a whole, may not be the same for those receiving COP reimbursement.
- 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.)
- SAC will review each individual application and make recommendations to the Dean, who has the final deciding authority.

OSPA will notify you of the Dean's final decision. You may direct any questions to Michelle Massey in OSPA at mmassey@ulm.edu or (318) 342-3804.