

**SCHOOL OF PHARMACY
OFFICE OF STUDENT & CURRICULAR AFFAIRS
PROFESSIONAL MEETING AND TRAVEL REIMBURSEMENT GUIDELINES**

Professional Meetings

- Reimbursements are limited to (2) meetings per academic year per student. These meetings are limited to professional pharmacy related conferences/meetings.
- Conference registration fees are reimbursed at the early-bird/student membership rate and reimbursements are not issued until after the conference.
- To be eligible for reimbursement, you must attend all events specified by the student leaders. Reimbursement requests must be submitted within 30 days of the conference, or as soon as sufficient proof of payment can be provided. (Please see proof of payment options directly below under “Travel.”)
- If you wish to attend a meeting other than that of a pharmacy focused professional organization (APhA, ASHP, AMCP, NCPA or their affiliate/regional meetings), please check with the OSACA first to see if the meeting can be reimbursed. You may be required to submit a written statement of your experience after the conference.
- We do not reimburse for meetings “in town” or for fourth-year students attending the CSHP Seminar or the ASHP Mid-Year meeting.

Travel

- Original receipts should be submitted for all expenditures:
 - If conference registration was made on-line, you may submit a copy of the on-line confirmation. This receipt must clearly indicate payment of the registration fee. If it does not, you must provide proof of payment and amount paid.
 - If payment was made by check, a copy of the **front and back** of the canceled/cashed check is required as proof of payment.
 - If payment was made by credit card, an itemized credit card receipt is acceptable proof-of-payment, but a non-itemized receipt is not, as it does not indicate what is being purchased. In that case, you may submit a copy of your credit card statement (original or online printout) showing the transaction; this is also acceptable if you have no receipt. **Please be sure your credit card statement includes your name.**
 - Please note: If another party paid for your registration/travel (i.e., parent, spouse), we cannot issue a reimbursement to you; the reimbursement must be issued to the person who incurred the expense.
- A copy of a flight itinerary is required for airfare reimbursement; if no copy of the itinerary is available, original boarding passes may be substituted. Proof of payment should be included.
- Hotel rooms must be booked on an individual basis; one student may not book several rooms for multiple students and put the deposit on a credit card for reimbursement. An alternative would be that a student may *hold* a group of hotel rooms on a credit card, without

having those rooms billed to the card. An invoice for room and tax fees from the hotel can be issued and a check request submitted for payment of the rooms directly to the hotel.

- For hotel room reimbursement, an itemized receipt of charges should be submitted; please be sure to request one upon check-out. However, if you purchase a flight/hotel package from a travel company like Orbitz, Priceline, etc., you will not receive a statement from the hotel. If no statement is received from the hotel upon checkout and you only have the travel company confirmation/receipt, you must provide proof of payment for hotel (i.e., credit card statement showing the transaction).
- If you choose to drive to a conference instead of flying, the following must be submitted **prior to the trip**:
 - MapQuest-type documentation showing number of miles, door-to-door.
 - Documentation showing the cost of driving would be comparable or less than flying.
 - The cost of gas is not reimbursable, except when using rental cars. However, mileage is reimbursable when driving personal car.
 - When two or more persons on University business share a private car, only the driver may claim reimbursement for mileage.
- Travel Advances: Travel advances are available and subject to approval by the Associate Dean/Director of OSACA. If you receive a travel advance, documentation of expenditures must be submitted within 21 days of the completion of the trip.

Please direct questions about these reimbursements to Lucia Piriano, Curricular Affairs Assistant, pirianol@pharmacy.ucsf.edu or 415-502-5373.

Revised 8/11