



## College of Pharmacy

### PharmD Student Professional Development Benefit Plan

The University of Arizona R. Ken Coit College of Pharmacy recognizes the value of active student participation in professional and scientific organizations and has therefore committed funds to help support these endeavors. The goal of the funding is to inculcate professional values and the importance of participating in the activities of the professional organizations that support our profession. Below is the professional development benefit plan for students in the PharmD program. Any student who accepts these funds is expected to participate fully in the organizations to represent the college in a professional manner and must agree to be held accountable for doing so. Being a member of a professional organization or attending professional meetings is a privilege and students must understand they are responsible for all class and/or experiential work that is missed.

Students on academic probation are not eligible for this benefit. Academic Progression and Academic Integrity/Professionalism violation status may affect approval of benefit eligibility.

Students in the **P1** year will be offered membership (up to \$65) in one national/state organization.

Students in the **P2** year will be offered membership (up to \$65) in one national/state organization.

Students in the **P3** year will be offered membership (up to \$65) in one national/state organization. These students may attend one state, national or international professional meeting and receive reimbursement for the registration fees.

Students in the **P4** year may attend one state, national or international professional meeting. Registration and travel funds are provided (see travel policy for details). UWorld RxPrep electronic resource materials and online tests and videos will be offered in the fall of P4 year.

**Upon approval** from the organization advisor and Associate Dean of Student Services a **student president and/or president-elect** of the current academic year may attend and receive reimbursement for registration and travel to the national meeting of the organization they serve (see travel policy for details).

**Students are only eligible for one travel reimbursement per year.**

## **College of Pharmacy**

### **PharmD Student Professional Travel Policy**

Per University of Arizona policy, all students enrolled in the R. Ken Coit College of Pharmacy (RKCCOP) must complete a Student Travel Form for any out-of-town travel\* that is not exclusively personal; that is, for any travel related to academics, professional development or training, college meetings, University of Arizona or college social events, etc. This requirement applies irrespective of whether reimbursement by the college or other entities for travel-related expenses will be requested. The required Student Travel Form should be submitted to the Office of Student Services Administrative Assistant **ten (10) academic days prior** to travel.

Complete [Student Travel Form](#)

*\*If you attend the RKCCOP in Tucson, out-of-town means “beyond Tucson.” If you attend the RKCCOP in Phoenix, out-of-town means “beyond Phoenix.”*

#### **Reimbursed Travel**

Below are the reimbursement guidelines for students to travel to state, national, and international professional meetings. Any student who accepts these funds is expected to participate fully in the meetings to represent the college in a professional manner and must agree to be held accountable for doing so. Being allowed to attend professional meetings is a privilege and students must understand they are responsible for all class and/or experiential work that is missed. **Students on academic probation are not eligible for travel support.**

Reimbursement for expenses is guided by the following:

### **State/National/International Pharmacy meetings**

P3 students Reimbursement will be for the registration fee only and at the member, early-bird registration rate.

P4 students Reimbursement will be for the registration fee at the member, early-bird registration rate, and up to \$200 for transportation and lodging at meetings in states adjoining Arizona and up to \$500 for other states and international meetings (note requirements for international travel that follow). Travel expenses for state meetings are not eligible for reimbursement.

Student president/president-elect (approval required) Reimbursement will be for the registration fee at the member, early registration rate, and up to \$200 for transportation and lodging at meetings in states adjoining Arizona and up to \$500 for other states and international meetings (note requirements for international travel that follow). Travel expenses for state meetings are not eligible for reimbursement.

### **Approval process for President/President-elect**

1. Request written approval via email from organization faculty advisor. Email must include organization name, student's position in organization, name of the conference, dates of conference, and dates of travel.
2. Forward the email of approval from the faculty advisor containing the above info to the Associate Dean of Student Services for final approval.
3. An email reply from Associate Dean of Student Services with final approval or denial will be sent to the President/President-elect and Administrative Assistant in the Office of Student Services.
4. If travel is approved, complete a student travel form and submit it to the Administrative Assistant in the Office of Student Services.

## Transportation

Reimbursement is limited to coach class airfare and ground transportation from the airport to the hotel and back to the airport. If a personal vehicle is driven, fuel costs are covered from the campus town to the conference and back with provided gas receipts. Rental Car expenses are not eligible for reimbursement. Any airline miles used to purchase tickets are not reimbursable.

## Lodging

Reimbursement is limited to hotels sanctioned by the conference, recognized commercial hotels, or an Airbnb of equal or lesser cost than the conference hotel rate. Bed & Breakfast type lodging is not eligible for reimbursement. The daily room rate will be divided by the number of PharmD students occupying the room to determine each student's reimbursement. A minimum occupancy of two students will be assumed for reimbursement purposes; therefore, no student will be reimbursed for more than one-half of the daily room rate. Full daily rate must be approved by the Associate Dean of Student Services prior to travel.

## National Competition and Presentation

Students will be reimbursed for the amount of transportation and lodging not covered by the supporting organization, to a national competition representing the College of Pharmacy. Travel must be preapproved, in writing, by the faculty advisor and Associate Dean of Student Services prior to the travel form being submitted.

Transportation and Lodging rules are the same as described above and participant will need to turn in the competition or meeting brochure that states the student's name, time and day of the event.

## International Meetings

Per the [UA Interim Policy for International Travel Safety and Compliance](#), all students planning **ANY** UA-related international travel **MUST**:

1. Register online at the [UA International Travel Registry](#)
2. Submit the completed Travel Authorization form for signature no later than **30 days prior to departure**.
3. Show proof of registration for the U.S. State Department's [Smart Traveler Enrollment Program](#)

Failure to comply with these requirements will result in the student receiving no reimbursement and other possible sanctions from UA.

### **Additional funding:**

ASUA Grant

<https://asuatoday.arizona.edu/clubs/club-funding>

Graduate & Professional Student Council (GPSC)

<http://gpsc.arizona.edu/travel-grants>

The GPSC awards travel grants for graduate and professional students who are attending or presenting research at academic or professional conferences. In certain cases, funding may be awarded to students who are attending competitions or are conducting research elsewhere. Please submit all correspondence concerning the Travel Grant Program to [gpscfunding@email.arizona.edu](mailto:gpscfunding@email.arizona.edu).

Travel grants are made possible by funds provided by the GPSC, the Graduate College, Student fees, and the College of Engineering.

If other funding is received (e.g., GPSC), the same receipts cannot be used to justify expenses to both. Doing so is illegal. However, GPSC or other funds may be used to pay travel and meeting expenses not covered by college-provided funds.

### **Applicable Organizations for Sanctioned Meetings:**

|               |                                                                                            |
|---------------|--------------------------------------------------------------------------------------------|
| AAPP          | American Association of Psychiatric Pharmacists                                            |
| ACCP-SCCP     | American College of Clinical Pharmacy-Student College of Clinical Pharmacy                 |
| ACVP          | American College of Veterinary Pharmacists                                                 |
| AMCP          | Academy of Managed Care Pharmacy                                                           |
| APhA-ASP      | American Pharmacists Association-Academy of Student Pharmacists                            |
| ASCP          | American Society of Consultant Pharmacists                                                 |
| ASHP-SSHP     | American Society of Health-System Pharmacists-Student Society of Health-System Pharmacists |
| AzPA-SPA      | Arizona Pharmacy Association-Student Pharmacists Association                               |
| CPFI          | Christian Pharmacists Fellowship International                                             |
| IPhO          | Industry Pharmacists Organization                                                          |
| IPSF          | International Pharmaceutical Students' Federation                                          |
| Kappa Epsilon |                                                                                            |
| Kappa Psi     |                                                                                            |

|                  |                                                                                      |
|------------------|--------------------------------------------------------------------------------------|
| NASP-SASP        | National Association of Specialty Pharmacy-Student Association of Specialty Pharmacy |
| NCODA            | National Community Oncology Dispensing Association                                   |
| NCPA             | National Community Pharmacists Association                                           |
| NHPA             | National Hispanic Pharmacists Association                                            |
| NPhA-SNPhA       | National Pharmaceutical Association-Student National Pharmaceutical Association      |
| Phi Delta Chi    |                                                                                      |
| Phi Lambda Sigma |                                                                                      |
| Rho-Chi          |                                                                                      |

If presenting at or attending a meeting that is not sponsored by an Applicable Organization for Sanctioned Meetings, background information should be submitted to the Associate Dean of Student Services to request consideration for funding. Please submit this request at least one month prior to the event. If approved, submit the student travel form to the Office of Student Services Administrative Assistant. Non-sanctioned meetings count toward the annual limit on meetings.

### **Instructions for Reimbursement**

The Student Travel Form must be submitted to the Office of Student Service (OSS) Administrative Assistant at least ten (10) academic days prior to the departure date, unless otherwise noted for specific travels.

### **[Complete Student Travel Form](#)**

Receipts and copy of badge must be turned in within 3 working days of return.

Itemized receipts showing the method of payment for conference registration, lodging, and transportation must be submitted for appropriate expenditures as allowed by the University. Screen shots will not be accepted. It is the responsibility of the student to furnish original receipts or invoices.

1. Name Badge: The name badge must display the conference name, logo, and student's name (submitted via email).
2. Registration: A document showing the student's name, method of payment and zero balance is required. A confirmation is not a paid receipt.
3. Lodging: Invoice should list all guests for proper reimbursement to each student. If all students are not listed on the invoice, a "Letter from Lodgers" must accompany each student's invoice (email OSS Administrative Assistant for this form). An invoice

or copy must be submitted by each student. The invoice must show the method of payment (such as the last 4 digits of the credit card number).

4. Airline ticket: Original itinerary with amount paid and method of payment are required. Airline miles used to purchase a ticket are not reimbursable. Any changes to the itinerary must be submitted along with the original itinerary.
5. Taxi/Ride Share/Bus/Other service: Airport to hotel and hotel to airport only will be reimbursed with original receipts.
6. Gas: Original gas receipts from UA to conference and back will be accepted. If more than one student is riding in the same vehicle, only one student may submit receipts for reimbursement of gas.

### **Cancellations**

In the event a scheduled Conference or Student Activity Event involving travel (local, national, or international) is cancelled, the following guidelines will be in place.

#### **Conference Registration Fee**

Refunds should come directly from the specific Organization Conference. If any issues arise, contact the OSS for assistance.

#### **Lodging Reservations**

It is the student's responsibility to cancel all reservations. If a credit card is on file when the reservation is made, contact the place of lodging immediately to remove the credit card number from their system.

#### **Airline Flights**

The student must notify the airline immediately that the event has been cancelled and request a refund. Some carriers may not issue a refund but will maintain a credit on your account or issue a voucher for future travel. This is at the discretion of individual airlines.

Questions? Contact OSS at (520)626-1427