

## 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 or experiential work that is missed.

Students on academic probation are not eligible for this benefit.

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

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

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

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

**Upon approval** from the organization advisor and Assistant 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).

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### 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 whether or not 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 **2 weeks prior** to travel.

Complete Student Travel Form

[https://www.pharmacy.arizona.edu/sites/default/files/2023-08/PharmD%20Handbook\\_COP%20Student%20Travel%20Form\\_Updated%202019.pdf](https://www.pharmacy.arizona.edu/sites/default/files/2023-08/PharmD%20Handbook_COP%20Student%20Travel%20Form_Updated%202019.pdf)

*\*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 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 professional meetings**

P3 students Reimbursement will be for the registration fee only and at the member, early registration rate. Travel expenses for state meetings are not eligible for reimbursement.

P4 students 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.

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 email of approval from the faculty advisor containing above info to the Assistant Dean of Student Services for final approval.
3. Email reply from Assistant Dean of Student Services with final approval or denial will be sent to President/President–elect, faculty advisor and Administrative Assistant in the Office of Student Services.
4. If travel is approved, complete a student travel form and submit 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 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. Rental Car expenses are not eligible for reimbursement.

### **Lodging**

Reimbursement is limited to hotels sanctioned by the conference or recognized commercial hotels of equal or lesser cost than the conference city per diem rate. Bed & Breakfast or Airbnb-type lodging are not eligible for reimbursement. Reimbursement will be based on double occupancy (one-half of the daily rate). Full daily rate must be approved by the Assistant 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.

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:

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 that were not covered by college-provided funds.

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

AAPP (American Association of Psychiatric Pharmacists)  
 AMCP (Academy of Managed Care Pharmacy)  
 APHA (Academy of Student Pharmacists)  
 APID (Asian Pacific Islander Desi – Student Pharmacist Organization)  
 ASCP (American Society of Consultant Pharmacists)  
 AzPA (Arizona Pharmacy Association)  
 CPFI (Christian Pharmacists Fellowship International)  
 IPHO (Industry Pharmacists Organization)  
 IPSF (International Pharmaceutical Students' Federation)  
 Kappa Epsilon  
 Kappa Psi  
 NCODA (National Community Oncology Dispensing Association)  
 NCPA (National Community Pharmacists Association)  
 NHPA (National Hispanic Pharmacists Association)  
 Phi Delta Chi (Alpha Nu Chapter)  
 Phi Lambda Sigma  
 Rho-Chi  
 SASP (Student Association of Specialty Pharmacy)  
 SCCP (Student College of Clinical Pharmacy)  
 SNPhA (Student National Pharmaceutical Association)  
 SSHP (Student Society of Health-Systems Pharmacists)

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

### **Instructions for Reimbursement**

The Student Travel Form must be submitted to the Office of Student Services Administrative Assistant at least 2 weeks prior to departure date, unless otherwise noted for specific travels.

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

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

Itemized receipts showing the method of payment for conference registration, hotel and transportation must be submitted for appropriate expenditures as allowed by the

University. Copies will not be accepted. It is the responsibility of the student to furnish original receipts.

1. Name Badge: The name badge must display the conference name, logo, and student's name (submitted via email).
2. Registration: A document showing student's name, method of payment and zero balance is required. A confirmation is not a paid receipt.
3. Lodging: Hotel 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 (use template in PharmD student handbook). A hotel invoice or copy must be submitted by each student. The invoice must show 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. Any changes to the itinerary must be submitted along with the original itinerary.
5. Taxi/Uber/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.

### **Cancellations**

In the event a scheduled Conference or Student Activity Events involving travel (local 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