

STUDENT TRAVEL AWARD POLICY AND APPLICATION FORM

Responsible administrator: Associate Dean for Academic Programs

Last updated/reviewed: 10/02/2019

Student Travel Award Guidelines

Students need to thoroughly read this page before submitting an HSOP Student Travel Award application.

The Harrison School of Pharmacy Student Travel Award program assists pharmacy students with their professional development endeavors by providing funds to travel to conferences and/or professional meetings. The travel award is not intended to support attending courses at other schools, research, or general educational travel.

GUIDELINES:

- First preference will be given to pharmacy students that are an officer within their organization, having an official capacity at the conference or meeting. (i.e., receiving award, role as national officer), participating on a committee for the conference, or having demonstrated exemplary leadership in the school.
- The meeting or conference must be of regional or national importance.
- Approval of travel requests will be limited to one trip per student per fiscal year, which runs from October 1 to September 30.
- Applicants must be registered students in good academic and professional standing at the associated deadline.
- Funding will not be provided to pharmacy students who are also full-time Auburn University employees.
- Travel support requested or provided by any other party (representing organization, etc.) must be listed on the application form being submitted to the HSOP.
- The above criteria are the minimum for applying for travel funds. DO NOT assume that satisfying these criteria will automatically guarantee funding.

SUBMITTING AN APPLICATION:

Applications should be submitted using this link:

https://auburn.qualtrics.com/jfe/form/SV_56zEwJLn844dlQh.

Applications must be submitted to the Harrison School of Pharmacy by the appropriate deadline listed in the table below. LATE APPLICATIONS WILL NOT BE CONSIDERED. Notification of the award status will be made within 2 weeks after the deadline. Deadlines for subsequent fiscal year travel periods are posted here during summer semester.

DISBURSEMENT OF FUNDS:

Travel Dates	Request Deadline
10/1 - 12/31	9/1
1/1 – 3/30	12/1
4/1 – 7/31	3/1
8/1 – 9/30	7/1

NOTIFICATION OF AWARD

After granting a Pharmacy Student Travel Award, the HSOP will send a confirmation email to the student and the organization's faculty advisor(s). Travel awards will be provided in the form of **reimbursement**, specifically for conference registration/lodging and/or flight/mileage cost. Students are responsible for working with the Pharmacy Accounting Office to process their reimbursement. To be eligible for reimbursement, students must provide an itemized receipt for the charge they are seeking reimbursement for, along with an itinerary for the conference. **This is an Auburn University policy that cannot be changed.** Reimbursement will only occur with itemized receipts and a conference agenda. Alcohol cannot be reimbursed. Additionally, receipts containing alcohol cannot be reimbursed.

QUESTIONS:

Please email HSOPASA@auburn.edu with questions about submitting an application. Email Ms. Sandra Blackmon (szb0129@auburn.edu) about the disbursement of funds.

Students are encouraged to review and follow instructions for Auburn University's Procurement and Business Services Policy on the Direct Deposit of Student Refunds to make the reimbursement process as efficient as possible:

Direct Deposit for financial aid and other student refunds (credit balance on the Office of Student Financial Services account) is required. You must request to have your refunds electronically credited to your bank or other financial institution account. Direct Deposit means you will receive your refund faster, with the refund being directly credited to your checking account, instead of waiting on the postal service to deliver your check. It also eliminates address problems with your refund checks and the hassle of having to take your check to the bank to have it cashed. Also, this convenience is being provided at NO COST to you. To enroll in Direct Deposit, you input your personal bank information via the Bank Account Information option in AU Access. You will need to do the 2-Factor Authentication to sign up.

When using this on-line option, please take care to input your bank routing and accounts numbers very carefully. There is no on-line verification process to validate your input. Direct Deposit will be in effect throughout your Auburn University career. Once your bank information has been updated successfully to the Billing/Receivables System your refund will be electronically transferred. Email notifications will be sent to your auburn.edu email address when a direct deposit transaction has been processed. You may also wish to be aware of the financial aid transfer dates that are posted on the Office of Student Financial Aid website. If you have any questions regarding Direct Deposit, please call the Office of Student Financial Services at 334-844-4634.