

STUDENT TRAVEL AWARD POLICY AND APPLICATION FORM

Responsible administrator: Associate Dean for Academic Programs

Last updated/reviewed: 1/23/2024

Student Travel Award Guidelines

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

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

GUIDELINES:

- First preference will be given to pharmacy students who are officers within their organization and have an official capacity at the conference or meeting. (i.e., receiving an award, role as national officer/delegate), are participating on a committee for the conference, are presenting at the meeting, or have demonstrated exemplary leadership in the college.
- 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.
- The Student Travel fund can award a finite number of awards each year. The Division of Academic Programs will allocate these awards equitably across students and student organizations.
- The travel award will be for either meeting registration or for airfare. The amount awarded will be no more than \$500. If available, the student should utilize any discounts for early registration.
- Applicants must be registered students of good academic and professional standing at the time of application. The student must have at least a 3.0 cumulative GPA and not have any negative professionalism assessments reported in the last academic year.
- Travel support requested or provided by any other party (representing organization – national or local, etc.) must be listed on the application form being submitted to the HCOP.
- The above criteria are the minimum for applying for travel funds. DO NOT assume that satisfying these criteria will automatically guarantee funding.

Process for applying for travel funds:

- 1) The process for applying for travel funds must be initiated at least one month prior to the need for meeting registration or airfare, two months if the travel is between January

1 and January 30. Applications will not be considered if they are received outside of these time requirements.

- 2) A student who believes they qualify for travel funds should discuss their purpose for meeting attendance with their organization's faculty advisor(s) and seek approval for their participation in the HCOP travel award program. Individual student organizations may also develop guidelines for screening applications or for augmenting support utilizing organizational funds.
- 3) The organization faculty advisor will provide an email detailing their approval for the student's participation in the meeting as well as their role in attending the meeting (see first bullet under Guidelines). The email should be sent to the Associate Dean for in Academic Programs with "Student Travel Award" as the email subject.
- 4) The Office of Academic Programs will review the email and make the final determination regarding participation in the student travel program. This review will include checking the student's GPA and verifying their professionalism record.
- 5) With final approval from Academic Programs, the organization's faculty advisor and student should finalize the plan for payment of either registration or airfare. The amount should not exceed \$500, and the purchase should be made using either the organization faculty advisor's AU purchasing card or the department head's AU purchasing card.
- 6) The following documentation will be required to be submitted with the receipt, prior to traveling:
 - A completed RAT, including the justification for meeting attendance,
 - the email from the organization faculty advisor with their approval and the approval of the Academic Programs office for the student to attend
 - the official agenda for the meeting
- 7) Organization faculty advisors should not make the purchase (registration or airfare) until all required documentation is submitted to them by the student.
 - No reimbursements will be made directly to students for travel or meeting expenses.
- 8) Organization faculty advisors are responsible for submitting documentation to their respective departments for processing by HCOP Accounting.