

Conference Fund Policy

USC School of Pharmacy

August 10, 2021

Disclaimer: Subject to change at the discretion of ASSP Board and Dr. Kari Franson.

Purpose:

To provide guidance to students who will be attending a professional conference and wish to receive conference reimbursement.

To define what students are eligible to be reimbursed.

To explain the reimbursement process and the required documents that will need to be submitted.

Conference Attendance Policy

Students no longer have to be a member of the organization to receive reimbursement for its conference.

Example: Students do not have to be an APSA member to get reimbursed for CPhA Western Pharmacy Exchange.

Conference reimbursement breakdown:

Conference	Allowable Reimbursement
ACCP Clinical Pharmacy Challenge (3) ASHP/CSHP Clinical Skills Competition (2) NCPA Medisca Compounding Competition (3) APhA Counseling Competition (1) AMCP P&T Competition (4)	Total expenses (maximum 3 nights and \$1200) <ul style="list-style-type: none"> ● Includes registration, airfare/mileage, hotel, and food (up to \$45/day) ● <i>Uber/Lyft are <u>not</u> covered</i> GSG Travel Grant: up to 50% of total expenses **GSG Conference Grants Program: up to \$1000 (maximum total for each student per 2020-2021 fiscal year)
CSHP Quizbowl (12) CPhA WPE Quizbowl (5)	Up to 100% registration GSG Travel Grant: up to 50% of total expenses **GSG Conference Grants Program: up to \$1000 (maximum total for each student per 2020-2021 fiscal year)
Poster presenters, platform presenters, student delegates*, and other conference roles	Up to 50% registration GSG Travel Grant: up to 50% of total expenses **GSG Conference Grants Program: up to \$1000 (maximum total for each student per 2020-2021 fiscal year)
Student delegates*, and other conference roles	Up to 40% registration

	GSG Travel Grant: up to 50% of total expenses **GSG Conference Grants Program: up to \$1000 (maximum total for each student per 2020-2021 fiscal year)
General attendees	First time attendee: regular amount 2nd or 3rd conference: -10% 4th conference: -15% 5th conference: -20% 6th conference and onwards: -30%

Regular amount is set by ASSP VP of Professional Conference. If early bird registration is within the 90-day limit (Business office mandate), use Early Bird Registration Rate for Student-Member. If it is beyond the 90-day, use Regular Registration Rate for Student-Member.

Clinical Skills Competition Competitors compete at both CSHP and ASHP Midyear. Total Allowable Maximum is \$1300 per student (CSHP Seminar and ASHP Midyear expenses combined)

***Delegates are required to submit a 300-word minimum report on their role and responsibilities at the conference they are delegating at. Which policies did the student vote for? Which policies did they vote against?**

GSG Travel Grant:

Students who are competing or have a role in the conference are highly suggested to apply for the GSG Travel Grant, found at <http://www.uscassp.org/wp-content/uploads/2018/11/GSG-Travel-Grant-Guide.pdf>. Students are eligible for reimbursement up to 50% of the total expenses, including registration, hotel, and travel.

If you have a role in the conference, you must apply for the GSG Travel Grant, submit proof at least 30 days before the conference date and notify us the amount that GSG has approved to reimburse you.

Reimbursement procedure:

1. Register for conference in the specified timeframe given by ASSP VP of Professional Conference (usually within 5 days of the early bird registration deadline)
 1. Students with roles in the conference and applying for the GSG Travel Grant must apply at least 30 days before the conference date and submit proof of their application
 2. Students must notify the ASSP VP of Professional Conferences how much GSG will reimburse before the conference date.
2. Fill out conference Post-Registration Survey (closes 2 days after early bird deadline)
3. Reimbursement notification will be emailed 2 weeks after early bird deadline
4. Submit all required reimbursement forms to the organization's finance officer within 2 weeks after the conference date

GSG Conference Grants Program

ASSP Reimbursement Award Notification will be sent out via email at least 21 days before the conference start date.

More information can be found here: <https://gsg.usc.edu/student-funding/travel-grants/>

- Students Eligibility:
 1. The Applicant must be a **registered graduate student** of USC **at the time of the conference**.
 2. The Applicant must have paid the **Student Services Fee** (Fall 2020).
 3. The Applicant's participation in the conference must fall under one of the following categories:
 - i. **Presenting original work** in a conference related to their major field of study.
 - ii. **Contributing in other significant ways**, such as a speaker, panelist, organizer, workshop leader, etc., in a conference related to their major field of study.
 - iii. **Participating in a case competition** relevant to Applicant's field of study.
 - iv. **Learning a skill** relevant to Applicant's field of study

Participation must be demonstrated through official documentation; details are provided throughout the application process.
- Program Limits:
 - If no other sources of funding are available, the Applicant **must provide a letter from their program indicating so**. Any funding sources (whether requested, approved or denied) must be accurately reported through official documentation, and updated if necessary, after the conference.
 - A GSG Conference Grant will reimburse the conference registration fees not covered by the primary sources of funding.
 - An Applicant may receive up to **a total of \$1,000** from the GSG Conference Grants Program during a given Fiscal Year.
- Deadlines:
 - Applicants may start and submit applications as soon as the Funding Period corresponding to their conference is available in the application portal (approximately 60 calendar days before the beginning of the Funding Period in question).
 - Applications must be submitted **at least 14 calendar days** before the conference start date.
 - Requests by the reviewers to amend an application must be completed by the Applicant within the following 14 calendar days.

Required items to submit:

PAPERS MUST BE PRINTED ONE SIDED AND PAPERCLIPPED

1. Conference sign-off sheet
2. Travel expense report with the specified reimbursement amount stated in the scholarship notification email
3. ORIGINAL conference badge taped on a blank 8.5x11 sheet of paper using clear adhesive tape
4. List each receipt SEPARATELY, mounted on an 8.5 x 11" sheet of paper using clear adhesive tape
5. Provide a copy of the conference registration receipt/confirmation email
6. If you are paying cash: just the receipt and this form is needed.

7. If you are paying card (credit card must be under your name): you must include the receipt including the last four digits of the card used (conference confirmation email), a photocopy of the card used, a bank statement with your last name, first name, and the last four digits of your credit card as well as the charge
8. 300–400-word reflection

Division of Financial and Business Services

TRAVEL EXPENSE REPORT

Associated Students of the School of Pharmacy SOP Student Funds Account

Student Body Organization Name: _____

Conference or Meeting Name: _____

Conference or Meeting Location: _____(city)_____ (state)

Student role at this meeting (select all that apply): Attendee | Delegate | Abstract Presenter | Competitor
Student Body Organization Student Representative Attending the Meeting:

Last Name: _____ First Name: _____

Address: _____ Zip code _____

Telephone Number: (____) _____ E-mail Address: _____ @usc.edu

- Conference sign-off sheet
- Travel expense report with the specified reimbursement amount stated in the scholarship notification email
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- List each receipt SEPARATELY, mounted on an 8.5 x 11" sheet of paper using clear adhesive tape
- Provide a copy of the conference registration receipt/confirmation email
- If you are paying cash: just the receipt and this form is needed.
- If you are paying card (credit card must be under your name): you must include the receipt including the last four digits of the card used (conference confirmation email), a photo copy of the card used, a bank statement with your last name, first name, and the last four digits of your credit card as well as the charge
- 300-400 word reflection

It is advised to make a copy of this for your records, prior to submission to the ASSP Vice President of Professional Conferences.

Incomplete and late forms are subject to delays, reduced reimbursement and/or nonpayment.

Date of Purchase	Description/Item			Allowable** Amount
	Meeting/Conference Registration; Organization			
	Transportation* method: personal vehicle / plane / train			
	Transportation* company:			
	Personal vehicle* mileage (0.54/mile): _____miles - Attach Google Maps mileage confirmation from home address to Meeting/Conference venue			
	Lodging* / Hotel Company: Number of Nights: Rate per Night:			
	Food* (Maximum is \$45.00/day; <i>no alcohol allowed</i>)			
	<i>Breakfast</i>	<i>Lunch</i>	<i>Dinner</i>	
	Total Reimbursement:			

* These items must be pre-authorized by the Associated Students of the School of Pharmacy representatives. These apply to students who are special designees to represent the School or University.

** Allowable amount will be announced to the student body after all Meeting Scholarship applications have been submitted. Allowable amount varies for each meeting; may vary for different student representatives, contingent on the student role at the meeting.

This is an accurate report of my expenses. There are no “government unallowable” expenses, as defined in the Dean Subsidy Expenditure Guidelines.

Reimbursee’s Signature	Date
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ASSP Vice President of Professional Conferences’ Signature	Date
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ASSP Vice President of Finance’s Signature	Date
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Received by ASSP Faculty Advisor on _____ (Student to fill in date)

Signature of Kari Franson, Associate Dean for Academic and Student Affairs:

Part of invoice # _____