

**The University of California, San Diego
Skaggs School of Pharmacy and Pharmaceutical Sciences
Meeting Registration Fee Guidelines**

The UCSD Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS) provides reimbursement for meeting registration fees to support preceptor faculty members who participate in a state, national, or international professional pharmacy meeting.

The following guidelines apply to this program:

- The UCSD preceptor faculty member must have an active voluntary or non-salaried appointment in the School.
- A maximum of one meeting registration fee (up to \$600) per faculty member per fiscal year (July through June) will be supported.
- Approval for registration support must be obtained from the school prior to attending the meeting.
- Reimbursement for the registration fee may only be made after the meeting has taken place.

Steps for Reimbursement

Requests for reimbursement should be made within 30 days of the meeting.

The reimbursement form to be used can be found at http://pharmacy.ucsd.edu/adminforms/Registration_Reimbursement_Form.pdf

- Include the **ORIGINAL** receipt with the form.
- Include an address where you would like your reimbursement mailed.
- Please allow 4 to 6 weeks for processing

Mail completed form and receipt to:

Lisa Avery, Experiential Education Coordinator
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