



UC San Diego
Skaggs School of Pharmacy and Pharmaceutical Sciences
Poster Reimbursement Guidelines

UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS) provides poster printing reimbursement for preceptor faculty members who have had a poster accepted for presentation at a state, national, or international professional pharmacy meeting.

The following guidelines apply to this program:

- A UC San Diego preceptor faculty member is an author on each poster to be printed.
- The faculty author will include their UC San Diego faculty title designation on poster (e.g. Assistant Clinical Professor, UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences) and must have an active faculty appointment in the school.
- The SSPPS branding information will be incorporated on the poster (a template is provided on our website at <https://pharmacy.ucsd.edu/faculty/experiential-education-preceptors> under the Preceptor Posting heading).
- A UC San Diego preceptor faculty member may seek a maximum reimbursement of \$600 per affiliate site per fiscal year (July through June).
 - Faculty members may seek support for one poster printout per fiscal year (July through June).
 - Faculty members who co-author posters with multiple SSPPS students may request support for each of those posters.

A description of the process is outlined below:

- Complete a Poster Presentation Information form **at least one week before you have the poster printed**. Located on our website at <https://pharmacy.ucsd.edu/faculty/experiential-education-preceptors> under the Preceptor Posting heading.
- Email the completed Poster Presentation Information form with an electronic version of your poster presentation to Jayne Laity at jlaity@ucsd.edu.
- You will receive an email within two working days confirming expenses for your poster printout will be reimbursed.
- Requests for reimbursement of poster printouts are required to be submitted to Jayne Laity, APPE Experiential Education Coordinator, within 30 days of printing.
 - Include the ORIGINAL receipt
 - Include an address where you would like your reimbursement mailed
 - Please allow 4 to 6 weeks for processing