

Registration Fee Guidelines

The UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS) may provide reimbursement for meeting registration fees to support preceptors who participate in professional pharmacy meetings.

The following guidelines apply to this program:

- The UC San Diego preceptor must have an active appointment in the School. A maximum of one meeting registration fee (up to \$600) per individual 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.

Contact: Jayne Laity, APPE Coordinator

Via Email: jlaity@health.ucsd.edu

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

Steps for Reimbursement

1. Obtain approval for registration support prior to attending meeting.
 - a. Confirm active appointment
2. Submit a [Preceptor Conference Registration Reimbursement Form](#) and Receipts.
3. Requests for reimbursement should be made within 30 days of the meeting.