Student Competition Reimbursement Process

The College of Pharmacy has allotted funds for students representing the College as a team member in a competition at a state or national professional meeting. In order to be reimbursed for expenses incurred, the student must follow these procedures:

1. The competing student must notify the Assistant Dean for Student Affairs of their selection to be a team member via email. The Assistant Dean for Student Affairs will confirm the student’s selection with the appropriate faculty adviser.

2. The competing student registers for the approved professional meeting where the competition will occur and incurs all expenses upfront. The College has set forth limitations on the type of expense and the dollar amount for which it will reimburse. The College limits reimbursement for the competing student to the following expenses:
   - Transportation:
     - Airfare for economy class made at least 14 days in advance as listed on the airline’s website.
     - Round trip ground transportation to and from the airport and hotel
   - If the student uses his/her personal vehicle to travel to the competition, then reimbursement is made at Mercer's standard mileage rate. Reimbursement for gasoline or repairs is not provided.
   - Hotel/Lodging: Maximum allowable rate is $175/night
   - Meals:
     - Maximum allowable expense for a student’s meals if $50/day
     - Tips should be calculated at 15-20% of the pre-tax amount charged.

3. Within 10 days of returning from the competition, the student must complete a Travel Expense Request form (TER) and return it along with the original, itemized receipts to the Assistant Dean for Student Affairs. The student’s signature is the only required signature on the TER before submission to the Assistant Dean for Student Affairs.

   Please note the following when completing the TER:
   - The University does not reimburse for sales tax or alcohol.
   - All receipts must be itemized and taped down on all four sides on plain white copy paper. Credit card statements are not accepted as proof of payment.

4. Expect to receive a check for the reimbursement within 4-6 weeks. The Office of Student Affairs will notify the student by email when the check has arrived and is available for pick up.