

UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS)

Conference Registration Reimbursement Guidelines for Affiliated Preceptors

SSPPS may provide reimbursement for meeting registration fees to support affiliated preceptors who participate in professional pharmacy meetings. Poster printing for presentations at meetings may also be supported.

The following guidelines apply to this program:

- The SSPPS preceptor must have an active affiliation with the school.
- Preceptors must support the teaching mission of SSPPS, including one or more of the following:
 - Be a “primary” preceptor for IPPE or APPE students AND receive a precepting evaluation through CORE ELMs.
 - Provide lectures or serve as course coordinator for didactic teaching.
 - Serve as a conference leader or OSCE facilitator in didactic courses.
 - Additional considerations will be made on a case-by-case basis.
- A maximum of 1 meeting registration (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.
- Reimbursement is not applicable to UC San Diego Health Pharmacy Residents as they receive separate support.
- Reimbursement is not applicable for UC San Diego-based programs/conferences.

Steps for reimbursement:

1. Obtain approval for registration support prior to attending the meeting.
2. Confirm active affiliation if unsure of status (contact Greg Marciel at gmarciel@health.ucsd.edu).
3. Submit the Preceptor Conference Registration Form and receipts within 30 days of conference.

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Conference Registration Reimbursement Form for Affiliated Preceptors

Name:

Date:

Practice site:

Phone number:

Email address:

Mailing address (reimbursement will be mailed here):

Conference name:

Conference location:

Conference dates:

Total registration cost:

Amount you are requesting for reimbursement:

Please describe your precepting and/or teaching contributions to SSPPS students in the past 12 months, including student names, approximate time spent with student(s), rotation information, and/or support to didactic courses:

Social Security Number (required only if new payee and submitted via phone/invitation secure portal for all reimbursements) will be requested but should not be listed here. PaymentWorks is a secure portal linked to UC San Diego disbursements. Payees may receive an invitation to provide payee information.

Please email this completed form with original conference registration receipt **within 30 days of the meeting to Greg Marciel**, IPPE Coordinator, at gmarciel@health.ucsd.edu. He can also be contacted at (858)822-7866.