

STUDENT TRAVEL INSTRUCTIONS AND GUIDELINES



2026-2027

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CHECKLIST FOR STUDENT PROFESSIONAL MEETING TRAVEL

- Prior to travel
 - ☐ If missing any class(es) submit request to course coordinator(s) 4-weeks before travel or at the beginning of the semester
 - ☐ Submit *Estimated Travel Expense for Professional Meeting* form 14-days before departure
- Post travel
 - ☐ Submit request to *Travel Reimbursement* form within 7-days of return



ESTIMATE OF REIMBURSEMENT BASED ON ALLOWABLE EXPENDITURE

- 100% of allowable expenditures
 - Mandatory attendance due to Chapter president or required delegate
 - Running for regional, state, or national position
 - Participating in National Competition (Clinical Skills, Business Competition, etc.)
 - Providing a talk/session to attendees
- 75% of allowable expenditures
 - Chapter executive committee member
 - Presenting a poster
 - Member of regional, state or national committee
- 50% of allowable expenditures
 - Member of local chapter committee
 - Professional Development
 - Attendee

(Allowable expenditures i.e.: flight, hotel, registration, mileage, rideshare)

**Registration will be covered 100% at the Early Bird member rate

Effective March 2026 per diem (meals) will no longer be covered



REGISTRATION

- Registration will be reimbursed 100% at the Early Bird student membership rate
- Registration must show proof of payment on the receipt



South Carolina Pharmacy Association
1350 Browning Road
Columbia, SC 29010

INVOICE 2699



Invoice # 2699
Invoice Date 04/18/2019
Invoice Due Due Upon Receipt

Amount Due \$ 0.00

Transactions

Description	Amount
Non-Member Registration - Student Registration	\$ 175.00

Payments

Description	Amount
Credit Card Payment - Visa on 04/18/2019	-\$ 175.00

Total Amount	\$ 175.00
Amount Paid	-\$ 175.00
Amount Due	\$ 0.00



Product	Qty	Original Unit Price	Unit Disc	Adjusted Unit Price	Total
APHA2022 Annual Meeting and Exposition	1	249.00	0.00	249.00	249.00

Order Total: 249.00



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LODGING

- Lodging must be in student name
 - If students are sharing, original copy of lodging receipt must be submitted by each student
 - For those whose name is not on the receipt, proof of payment to primary student must be provided.
- Reimbursement is paid only for dates of conference*
- Hotel receipt must show itemized room rate and taxes, show payment (including cc info), and zero-balance
- Must provide an actual receipt. Confirmations do not meet requirements

*travel expenses to conference the day before and returning the day after may be covered



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LODGING CONTINUED – PROPER RECEIPT



Hyatt Regency Chicago
151 East Wacker Drive
Chicago, IL 60601
Tel: 312-565-1234
Fax: 312-239-4414
www.chicagoregency.hyatt.com

INVOICE



Confirmation No. [REDACTED]
Group Name AACP-2019 Annual Meeting
Booking No. [REDACTED]

Room No. 0885
Arrival 07-13-2019
Departure 07-15-2019
Page No. 1 of 1
Folio Window 1
Folio No. [REDACTED]

Date	Description	Charges	Credits
07-13-2019	Group Room	235.00	
07-13-2019	Occupancy Tax	40.87	
07-14-2019	Group Room	235.00	
07-14-2019	Occupancy Tax	40.87	
07-15-2019	Master Card XXXXXXXXXXXX [REDACTED]		-551.74
Total		551.74	551.74
Guest Signature		Balance	0.00

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

World of Hyatt Summary

Membership: XXXXX [REDACTED]
Bonus Codes:
Qualifying Nights: 2
Eligible Spend: 470.00
Redemption Eligible: 0.00

Summary Invoice, please see front desk for eligibility details

This example includes room rate, taxes, and payment as well as a balance of zero dollars

Possible exception – Expedia or travel booking services



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LODGING CONTINUED – IMPROPER RECEIPTS

These are examples of confirmation emails. The travel office will not accept confirmations for reimbursement.

Stay Details

STAY DATES

Sat Sep 25, 2021 – Sun Sep 26, 2021

Room(s): 1

Adult(s): 2



Baltimore Marriott Inner Harbor at Camden Yards

110 South Eutaw Street Baltimore Maryland 21201 USA

Phone: +1 410-962-0202

██████████ thank you for your reservation. The required deposit has been charged to your Visa card. An email with this information has been sent. ██████████ look forward to greeting you soon.

Your receipt for hotel stays may be automatically sent to the email address associated with your reservation. If you prefer, you may request a paper copy at the front desk when you check in. [Learn how to change your email address.](#)

No room preferences were selected.

Summary of Charges

Room Type: Guest room, 2 Double

Marriott Bonvoy Escapes Non-Member

1 room(s) for 1 night(s)	Prices in USD
Saturday, September 25, 2021	151.00
Total cash rate	151.00
Estimated government taxes and fees	23.41
Total Stay	174.41 USD

Cancellation Policy

You may cancel your reservation for no charge before 11:59 PM local hotel time on September 23, 2021 (2 day(s) before arrival).

After this time, please note that your prepayment for this special rate is non-refundable.



Low Country Carriage House

██████████
3:00 PM

██████████
11:00 AM

Who's coming

2 guests
██████████

Confirmation code

██████████

Address

2834 Honey Hill Circle, Ridgeland, SC 29936

Your host, Jim

Total cost

\$332.65



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AIRFARE

- Must provide a complete airfare receipt
- Receipt must show itinerary, class*, and proof of payment
- If more than one person is on airfare receipt, a complete receipt must be provided by each traveler and include proof of payment to main traveler

*Airfare rate must be economy for reimbursement



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AIRFARE CONTINUED – PROPER RECEIPTS

American

Issued: March 20, 2025

Your trip confirmation and receipt

You can check in via the American app 24 hours before your flight and get your mobile boarding pass.

Confirmation code: KLUQXT

Tuesday, April 29, 2025

CAE AA 5026
Columbia Operated by PSA Airlines as American Eagle
10:23 AM

DCA Seat:
Washington Reagan Class: Economy (B)
11:57 AM Meals:

Saturday, July 12, 2025

Confirmation code: KLUQXT

DCA AA 5026
Washington Reagan Operated by PSA Airlines as American Eagle
8:25 AM

CAE Seat:
Columbia Class: Economy (B)
10:12 AM Meals:

[Manage your trip](#)

[Limited Time: Earn up to 75,000 bonus miles*](#)

[Find the Citi® / AAdvantage® card that's right for you. Terms Apply. \[Learn more\]\(#\)](#)



Your purchase

New ticket [REDACTED] [\$199.41 + Taxes & carrier-imposed fees \$45.56]	\$244.97
Total cost	\$244.97

Your payment

[REDACTED]	\$244.97
Total paid	\$244.97

- This is an example of a proper airfare receipt
- Dates, times, class, ticket number and payment information are all there



AIRFARE CONTINUED – IMPROPER RECEIPTS

A screenshot of a bank charge, or only the payment information is not enough.

Flight fee

AUG 25 2025	
AMERICAN AIR0012269112988FORT	- \$288.37
WORTH TX	

Your purchase	
- AAdvantage® #: 4H8****	
New ticket	\$466.80
[\$405.58 + Taxes & carrier-imposed fees \$61.22]	
Total cost	\$466.80
Your payment	
Visa	\$466.80
Total paid	\$466.80



RIDESHARE

- Must provide a complete receipt showing payment
- Rideshare reimbursements will only cover travel to/from airport, hotel, and convention center



×

Receipt

Original receipt #2 ▾

We hope you enjoyed your ride this evening.

Total **\$10.98**

① **\$0.66**
Uber One credits earned

Trip fare \$8.57

Booking Fee ⓘ \$2.04

Minnesota State Benefits Surcharge ⓘ \$0.37

Payments

Visa [redacted] \$10.98
4/17/26 6:30 AM



1011 W 20th St 3/29/2026 • 10:02 PM	\$23.32
1011 W 20th St 3/29/2026 • 4:24 PM	\$13.93
611 S Central Ave 3/29/2026 • 3:36 PM	\$13.79
1011 W 20th St 3/29/2026 • 2:54 PM	\$9.80



CAR RENTAL

- Full rental receipt showing payment must be provided
- If expense is shared, a copy of payment to main traveler must be provided as well as a copy of the receipt.



Rental Agreement # [REDACTED]
Invoice # [REDACTED]

Renter Information

Renter Name
[REDACTED]

Renter Address
[REDACTED]

Vehicle Information

Odyssey
License #: KNT6633
State/Province: OH
Unit #: 8GS168
Vehicle #: SB061004

Vehicle Class Driven
8 Passenger Minivan 5 door(Automatic/
Air

Vehicle Class Charged
8 Passenger Minivan 5 door(Automatic/
Air

Odometer Mileage/Kilometers
Starting: 28,875 Ending: 29,033
Total: 158

Fuel
Starting: Full Ending: 5.0

Thank you for renting
with Enterprise Rent-A-
Car
We appreciate your business!
This email was automatically generated
from an unattended mailbox, so please
do not reply to this e-mail.
If you have any questions about your
rental, please view our Frequently

Trip Information

Pickup
Saturday, December 6,
2025 7:00 PM

Return
Wednesday, December
10, 2025 9:29 AM
HARRY REID INTL AIRPORT (LAS) →
7135 GILESPIE ST
LAS VEGAS, NV 89119-4267
USA

Start Charges
Saturday, December 6,
2025 7:52 PM
HARRY REID INTL AIRPORT (LAS) →
7135 GILESPIE ST
LAS VEGAS, NV 89119-4267
USA

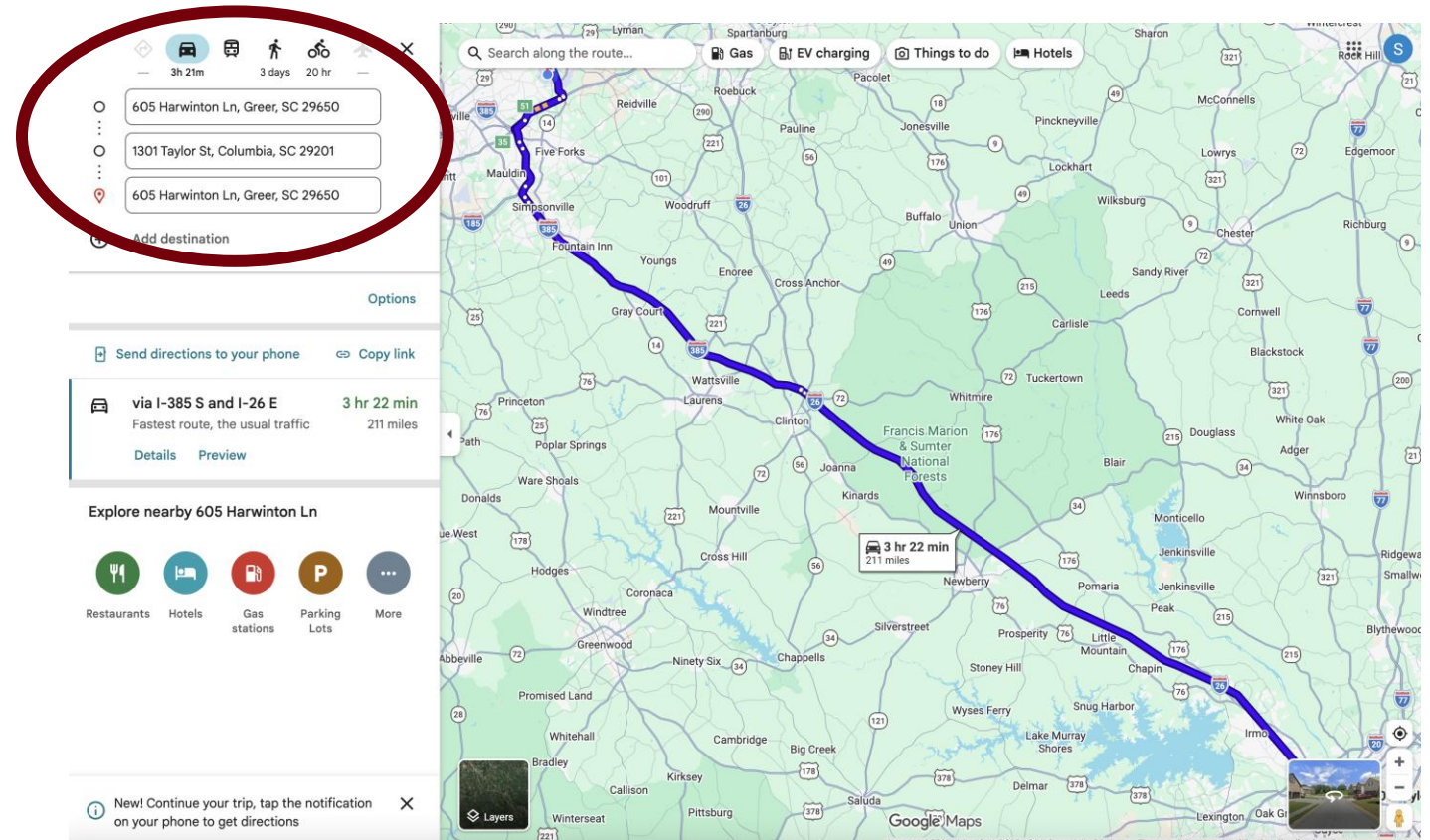
Renter Charges

Rental Rate	Time & Distance 4 Day at \$77.36 / Day	\$309.44
Coverages	Roadside Assistance Protection (\$6.99 / Day)	\$27.96
Add-Ons	Refueling Charge (\$6.55 / Gallon)	\$45.84
Taxes and Fees	Customer Facility Charge (\$5.50 / Day) Concession Recovery Fee (10.00%) Clark County Tax (2.00%) Government Services Fee (10.00%) Vehicle License Cost 2.25/day (\$2.25 / Day) Sales Tax (8.38%)	\$22.00 \$39.22 \$7.66 \$33.74 \$9.00 \$25.92
Total		\$520.78
(Subject to audit)		
Amount charged on December 10, 2025 to VISA [REDACTED]		(\$469.45)
Amount charged on December 10, 2025 to VISA [REDACTED]		(\$51.33)
Amount Due		\$0.00



MILEAGE

- Must provide a roundtrip google map from “home” to location and back again.
- Fuel is not reimbursed. You do not need to provide fuel receipts



QUESTIONS?



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THANKS!



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