



Travel and Conference Fund (TCF) Application

Purpose

PhUS believes in financially supporting students to pursue opportunities that benefit the applicant in their growth as a future pharmacist, and to promote and represent the profession of pharmacy. This fund is dedicated to assisting individuals who express financial need to attend conferences, seminars, and other events that include travel.

Please note: Funds will be utilized with the non-binding, guiding principles that no more than 50% of the fund be spent in a single semester and that this fund be allocated in a way that maximizes the benefits for all PhUS members, including each pharmacy year and/or class.

Criteria

- A student may only apply for the Travel and Conference Fund more than once semester; however, they may only be awarded once per academic term.
- The maximum amount of reimbursement must not exceed \$200 to equitably maximize the number of proposals funded.
- All applicants must be UBC students and PhUS members in good standing at the time of the application, and during the period of travel.
- PhUS reserves the right to not reimburse applicants after an application is approved if all expenditures are not justified.
- Students should make their best possible effort to exhaust all other sources of funding, including but not limited to the Faculty's professional development fund.
- Funding is provided under a reimbursement model. Applicants must keep all receipts related to their expenses. All receipts will be reviewed and partial or no reimbursement may result if the expenditure cannot be justified.
- Applications which do not follow the Application Process below or criteria above will not be considered.

Application Process

Download and complete the PDF application form. Applications for conferences between **April 1st to September 30th** of a given year are due by **September 30th at 5:00PM**. Applications for conferences occurring between **October 1st to March 31st** will be due **April 1st at 5:00PM**.

When finished, please complete the following:



1. Save the file using the following file name format: "TCF Application – Your Full Name – MM.DD.YY.docx".
2. Attach the file to an email with a subject entitled "TCF Application Submission".
3. Email your completed document to the PhUS VP Internal Affairs at internal@ubcphus.org.

If you have any questions about the process or requirements of funding requests, please do not hesitate to contact the VP Internal Affairs at internal@ubcphus.org.

Selection Process

Following receipt of the application:

1. The VP Internal Affairs will review the application and determine if the application is complete and fulfills all the criteria listed above.
2. Upon fulfillment of all criteria for application of this Professional Initiatives Fund, the application will be recommended by VP Internal Affairs to the PhUS General Council at the next possible meeting as an agenda item.
3. A vote by all attending council members (quorum must be met; one vote per general council member) will determine whether the application shall receive:
 - a. All of the funding requested OR
 - b. A portion of the funding requested OR
 - c. None of the funding requested
4. All applications received will be reviewed based on the following:
 - a. Meeting the above criteria
 - b. Need for funding
 - c. Level of professionalism
 - d. Availability of funding
5. All applicants will be informed of their status of their application at the end of the review process by email.
6. Upon approval, the application will enter the lottery pool set. There will be two lottery draw dates each year with dates following the 2 application deadline dates. On the lottery draw date, applications will be randomly drawn from the lottery pool for the specified application period. Both unsuccessful and successful applicants will be notified of the results.



Application Form

Applicant's Information	
Full Name	Student Number, Year
Email Address	Phone Number
Conference Information	
Name of Conference/Event	
Location of Conference/Event	
Start and End Date(s) of Event/Initiative	
Please explain the nature and purpose of this conference/event and how it may benefit you academically, professionally, and/or socially.	



Please list an itemized budget including expenditures and any sources of revenue such as award money. All relevant receipts must also be attached at the end of the application.

All or portions of this report may be made available in select PhUS publications, including but not limited to, the PhUS website and to serve as an example to future applicants. Future funding for the group or yourself will be contingent upon receipt of this information.

Terms of Agreement

I agree to abide by the terms and conditions stated in this application. The information submitted is true and correct to the best of my/our knowledge. I understand that failure to comply to the rules outlined above will result in discontinuation or suspension of future funding for myself and/or the associated parties involved.

Name: _____

Signature: _____

Date: _____