



College of Allied Health
Student Association
Professional Development Funds
For Fiscal Year July 1, 2021 – June 30, 2022

Each College of Allied Health student, whether attending the Oklahoma City or Tulsa campus, may request funds to help support attendance at department approved professional out-of-state and national conferences. The College of Allied Health Student Association voted on April 30, 2021 to reimburse students that have attended two (2) CAHSA meetings during the semester the conference is held prior to turning in the reimbursement request for **fiscal year July 1, 2021 – June 30, 2022.**

In compliance with the campus COVID_19 Return Plans, students who are interested in traveling to attend an in-person professional meeting and requesting use of CAHSA reimbursement funds to support their travel must make an individual email request to a faculty member to explain how the travel is mission-critical (examples: travel for presenters, for organization officers with a role at the event, for individuals who must take a test or perform a procedure to pass a class or licensure requirement, and for those whose attendance is required for accreditation-related purposes). Currently, approvals are not granted for general attendance. If granted approval by the faculty member, the student should forward the request to alliedhealth-info@ouhsc.edu.

Students may apply for reimbursement expenses **(AFTER YOU HAVE ATTENDED THE CONFERENCE)** for one conference (*maximum of \$200 total for registration, plane, train, and/or hotel ONLY*) during the fiscal year as the budget allows.

SAVE YOUR RECEIPTS FROM YOUR TRIP!

REIMBURSEMENT INSTRUCTIONS:

- 1) *Paperwork for reimbursement must be typed/filled out electronically. Then, print and obtain signatures prior to submission. Must submit your original stamped form for verification.*
- 2) Students must turn in their own paperwork for reimbursement **within 60 days AFTER the first day of the conference or reimbursement will be denied.**
- 3) Provide the following for reimbursement (***please do NOT make two-sided copies to turn in for reimbursement and do NOT staple any paperwork together:***)
 - registration fee receipt that shows proof of payment (***required***),
 - hotel receipt (if applicable) showing proof of payment if registration fee receipt is less than \$200, and
 - transportation (airfare, taxi, bus, and/or train) expense receipt(s) (if applicable) that show proof of payment.
 - a) If you paid by credit card and do not have the receipt, provide your credit card statement showing payment made (you **MUST** black out all information on your credit card statement except for your name and amount charged that pertains to the reimbursement).
 - b. If you paid by check and do not have the receipt, provide a copy of the front and back of the processed check from your bank showing payment made.
- 4) The student who pays for the expenditure(s) is the **only** student eligible for reimbursement for that expenditure (*a student is only eligible for the amounts listed above as it pertains to out-of-state conferences*). If you are going to share expenses, it is your responsibility to work out payment with the student you are sharing with because you will not be reimbursed for money that your classmate paid nor will you be reimbursed for payment that your parent(s) made. *The Office of Academic and Student Services nor the CAHSA is responsible for students not reimbursed by their parents or another student (if they share expenses).*

- 5) All paperwork must be submitted to the Office of Academic and Student Services in the College of Allied Health via email to alliedhealth-info@ouhsc.edu.

Important! You will receive an email from vendor.eft@omes.ok.gov with a subject line of "State of Oklahoma Vendor Banking Registration". Do not delete this! You must follow the instructions on this email to complete the process for reimbursement or you will not get paid.

If you have any questions, please contact the Office of Academic and Student Services by telephone at (405) 271-6588 or by email at alliedhealth-info@ouhsc.edu.

[Click here](#) to go to the OU Health Sciences Center website to get the latest version of the “Scholarships vs. Wages Designation Form”.

On this form, complete all fields but follow special instructions for the following fields:

- Enter “College of Allied Health Student Association” in the “Program Title” field.
- Enter “College of Allied Health” in the “College/Department” field.
- Enter your Faculty Member Sponsor’s name for the “Department Sponsor Name”. This is the faculty member that approved and verified you attended the conference.
- The Faculty Member must sign the “Department Sponsor Signature” field (electronically or physical) and enter the “Date”.

Save the form, print it (or attach it), and include with your other reimbursement forms to submit to the Office of Academic and Student Services all at once.

[Click here](#) to go to the OU Accounts Payable website to get the latest version of the “Student/Participant Supplier Registration Form”. Please complete that form and include it with the other forms to submit for reimbursement. This form is self-explanatory regarding what you need to fill out.

Save the form, print it (or attach it), and include with your other reimbursement forms to submit to the Office of Academic and Student Services all at once.

[Click here](#) to go to the OU Health Sciences Center website to get the latest version of the “Scholarships Payment Form”.

- Complete all fields in the “Payee Information” section except for the “Supplier ID” field (leave that field blank).
- Complete all fields in the “Scholarship Information” section.
 - Program Title = College of Allied Health Student Association
 - College/Department = College of Allied Health
 - Full Amount of Scholarship = exact amount you are submitting for reimbursement. You must enter the actual amount you have receipts for, but it cannot exceed \$200.
 - Date Range of Scholarship/Travel Objective = Date Range of Scholarship (the date(s) you attended the conference).
Travel Objective = the title of the conference you attended.
- In the “Payment Information” section, enter the “Date (Month/Year)” that you attended the conference in the top left box. Enter the amount you are requesting reimbursement for in the top right box under “Amount”.
- Enter your name in the “Scholarship Recipient Name” field.
- Enter today’s date in the “Date Signed” field.
- Sign the form (electronically or physical) in the “Scholarship Recipient Signature” field, and save the form.

Save the form, print it (or attach it), and include with your other reimbursement forms to submit to the Office of Academic and Student Services all at once.