

**College of Pharmacy  
Student Travel  
Permissions and Paperwork**

**Section 1: University Requirements**

The items in this section are required for ALL students traveling on behalf of ULM, or any affiliated organizations, regardless of whether the student will receive university or school funding. The organizational member in charge of travel or chapter President should meet with the organization's Advisor(s) prior to the anticipated travel to discuss the required forms and any travel funding requests.

Failure to submit the required University documents listed in this section may terminate eligibility to receive COP travel reimbursement.

Suggested timeline	Form
60 days	<p>Student Pre-Trip Travel Form for Domestic Travel  <a href="https://webservices.ulm.edu/forms/content/domestic-travel-student-pre-trip-travel-form-doc">https://webservices.ulm.edu/forms/content/domestic-travel-student-pre-trip-travel-form-doc</a></p> <ul style="list-style-type: none"> <li>• One form for entire group</li> <li>• Must be signed by the organization's Advisor, or a faculty/staff member (if any) traveling with them.</li> <li>• The Faculty/staff member signing must submit to the COP Business Office (<a href="mailto:coporder@ulm.edu">coporder@ulm.edu</a>)</li> <li>• Upon receipt of this form, the Business Office staff member will schedule a meeting with all students planning to travel.</li> </ul>
3 weeks	<p>Student acknowledgement of rules  <a href="https://webservices.ulm.edu/forms/get-form/421">https://webservices.ulm.edu/forms/get-form/421</a></p> <ul style="list-style-type: none"> <li>• This must be signed by each student who will travel.</li> <li>• The Business Office Staff member will collect this form at the student travel meeting.</li> </ul>
	<p>Travel Authorization Form  <a href="https://webservices.ulm.edu/forms/officesdepartments/controllers-office">https://webservices.ulm.edu/forms/officesdepartments/controllers-office</a></p> <ul style="list-style-type: none"> <li>• EACH student must submit this form.</li> <li>• It will be completed during the student travel meeting.</li> </ul>
	<p>Student Contact Information Form  <a href="https://webservices.ulm.edu/forms/get-form/422">https://webservices.ulm.edu/forms/get-form/422</a></p> <ul style="list-style-type: none"> <li>• EACH student must submit this form.</li> <li>• It will be completed during the student travel meeting.</li> </ul>

	<p>Student Medical Liability Waiver <a href="https://webservices.ulm.edu/forms/get-form/593">https://webservices.ulm.edu/forms/get-form/593</a></p> <ul style="list-style-type: none"><li>• EACH student must submit this form.</li><li>• It will be completed during the student travel meeting.</li></ul>
	<p>Personal Vehicle Waiver <a href="https://webservices.ulm.edu/forms/content/domestic-travel-student-personal-vehicle-waiver">https://webservices.ulm.edu/forms/content/domestic-travel-student-personal-vehicle-waiver</a></p> <ul style="list-style-type: none"><li>• Students who will travel using their own vehicle must submit this form.</li><li>• It will be completed during the student travel meeting.</li></ul>