



Policy/Procedure

Policy # 15

Subject: Louise Krisko Education and Travel Support

Effective Date: October 2001

Approved by: APIC MN Board of Directors

Reviewed by: Director at Large

Revision Dates: 3/2021

PURPOSE

The Louise Krisko Education and Travel Support is named to honor Louise Krisko, the first President of APIC MN. Education and Travel Support was set up to enhance the education and knowledge of APIC MN's membership by providing financial support to an APIC MN member for APIC Annual Conference attendance.

POLICY

- I. One or more recipients for Education and Travel Support will be selected each year at the November Board Meeting. The Director at Large is responsible for coordinating random drawing and will notify all applicants of the outcome prior to the holiday luncheon meeting.
- II. Applicants must meet the following criteria:
 - A. Current membership in APIC MN.
 - B. Currently practicing Infection Control and Epidemiology.
 - C. Has not previously attended an APIC Annual Conference (exception APIC International Conference held in Minneapolis).
 - D. Willingness to submit biography and photo to February News and Views upon selection
- III. Louise Krisko Education and Travel Support will cover the following costs per Policy #11:
 - A. Early bird registration fees for the main conference.
 - B. Travel expenses, including airfare and ground travel, to and from the hotel and airport.
 - C. One half of the hotel accommodations for a double room.

PROCEDURE

- I. The Louise Krisko Education and Travel Support process will be submitted by the Director at Large to the *News and Views* so as to be published during the 4 months preceding the application deadline (July through October).
- II. Each applicant will complete the Louise Krisko Education and Travel Support application and submit to the Director at Large. The application deadline will be the last day of October.



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- III. The Director at Large will notify all applicants of the outcome of the selection process as follows:
 - A. The selected candidate(s) will be notified one (1) week before those who are denied are notified. This is to ensure an efficient process for awarding Education and Travel Support in the event that the selected candidate declines the support.
 - B. Those who are not drawn for Education and Travel Support will be notified at least two (2) weeks before the early bird deadline for the Annual Conference registration. Applicants not drawn for Education and Travel Support will be encouraged to reapply if they meet the criteria.
- V. The selected candidate will be responsible to:
 - A. Make all conference, travel, and accommodation arrangements and submit receipts and a completed APIC MN Expense Voucher to the APIC MN Treasurer for reimbursement of expenses in accordance with *APIC MN Policy for Educational or National Conference Expenses*.
 - Expenses not covered:**
 - 1. Any pre-conference or post-conference programs, social events, etc.
 - 2. Meals, tips, or other travel expenses.
 - B. Submit an article to the APICMN *News and Views* editor for the August issue, summarizing educational experiences from the APIC Annual Conference.
 - C. Create an educational poster for the APIC MN Fall Conference highlighting experiences from the APIC Annual Conference.
 - D. Contact Director at Large with any questions, suggestions, or concerns:
DAL@APIC.MN.org
- VI. Acknowledgements
 - To acknowledge the recipient(s) of this Education and Travel Support:
 - A. Candidate(s) selected will be presented with a certificate at the December APIC MN luncheon/meeting. . A list of past Louise Krisko Education and Travel Support Award recipients will maintained on the APIC MN webpage.

RELATED FORMS

Louise Krisko Education and Travel Support Application
Expense Voucher