

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: 11/2024

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 APIC MN member(s) for APIC Annual Conference attendance.

POLICY

- I. One or more recipients will be selected each year for Education and Travel Support by the APIC MN Board of Directors (BOD). 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 Conference held in Minneapolis).
 - D. Submit an article to the APIC MN *News and Views* editor for the August issue, summarizing educational experiences from the APIC Annual Conference.
 - E. Create an educational poster for the APIC MN Fall Conference highlighting experiences from the APIC Annual Conference.
 - F. Willingness to submit biography and photo for February News and Views.
- 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.
 1. The education and travel support will cover eligible expenses up to a maximum amount determined by the MN APIC BOD (any expenses over that amount will be the responsibility of the recipient).

PROCEDURE

- I. The Louise Krisko Education and Travel Support process will be submitted by the Director at Large to the *News and Views* and posted on APIC MN website.
- II. Each applicant will complete [the Louise Krisko Education and Travel Support application](#) by the posted deadline.
- 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(s) decline(s) the support.
 - B. Those who are not selected 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 selected for Education and Travel Support will be encouraged to reapply if they meet the criteria.
- V. The selected candidate(s) will be responsible to:
 - A. Make all conference, travel, and accommodation arrangements and submit a completed [APIC MN Expense Voucher Form](#) for reimbursement of expenses in accordance with *APIC MN Policy Non-grant Funding to Attend Educational Offerings*.

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 APIC MN *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
 - A. A list of past Louise Krisko Education and Travel Support Award recipients will be maintained on the APIC MN webpage.

RELATED LINKS

[Louise Krisko Education and Travel Support Application](#)
[Expense Voucher](#)