



American Society of  
Health-System Pharmacists  
7272 Wisconsin Avenue  
Bethesda, Maryland 20814  
301-657-3000  
Fax: 301-664-8892  
[www.ashp.org](http://www.ashp.org)

March 24, 2006

MEMORANDUM

TO: Presidents and Executive Directors, ASHP Affiliated State Societies

FROM: Hannah K. Vanderpool, Pharm.D.  
Director, Member and Affiliate Relations and Forums Division

SUBJECT: ASHP Regional Delegate Conferences Reimbursement Formula

The purpose of this memo is to communicate a new reimbursement rate for delegates that attend an ASHP Regional Delegate Conference. The new rate is as follows:

*ASHP will provide \$360 per state for the first certified delegate who attends the RDC, \$240 for each of the next two delegates (or alternates), and \$180 for each remaining delegate until the total number of certified delegates apportioned for that state is reached. As stated in RDC memo, these funds will be transmitted to the affiliated state society for covering cost of RDC attendance for state delegates.*

Earlier this year, a separate committee on delegate elections was appointed to discuss the delegate election process and to review the mechanisms for delegate reimbursement. The committee did not have a recommendation to change the current mechanism of reimbursing affiliates for delegate attendance at RDCs. However, it was strongly recommended, and the ASHP Board of Directors agreed at their January 2006 meeting, that the RDC reimbursement formula be revisited and that ASHP assess regularly the total amount provided. We are now studying alternatives to the formula. Delegates and affiliates will be notified of further changes as they occur.