

*Poultry Diagnostic & Research Center
The University of Georgia*



*Master of Avian Medicine
Student Manual*

June 2022

CONTENTS

SECTION I – PDRC Policies/Information

Preface

Checklist for Master of Avian Medicine students

PDRC Policies, Procedures, and Map

PDRC Telephone Directory

SECTION II – General Graduate School Policies/Information

Graduate Student Policies & Procedures

Graduate School Information

SECTION III – Forms

Problem Farm Report

Farm Visit Report

Necropsy spread sheet

Student evaluation form for MAM's

PDRC Forms

Graduate Student Leave Form and Pertinent Information

Purchase Order Request

Out-of-State Travel Request

Travel Expense Reimbursement Statement (example)

Externship Travel Worksheet

SECTION I – PDRC Policies /Information

PREFACE

The purpose of this manual is to provide a ready source of information concerning graduate procedures and policies for students enrolled in the Master of Avian Medicine (MAM) program at The University of Georgia. The manual is furnished for the benefit and guidance of MAM students in the department of Population Health and represents the combined thoughts of the faculty at PDRC. **It is the responsibility of each MAM student to study and be aware of the contents of this manual so deadlines will be met.** By so doing, the student can expect his/her stay within the department to be a pleasant and scholarly experience.

CHECKLIST FOR MASTER OF AVIAN MEDICINE DEGREE

It is the responsibility of the student to meet all requirements **on time**.

Employment Requirements

- UGA ID cards are made at the Tate Student Center Monday-Friday between 8:30AM-5:30PM. You must be registered for classes before requesting a UGA ID card. Please see the graduate coordinator's assistant in room 104 of the main PDRC building to obtain an authorization form to take with you to the Tate Student Center. Card activation can take place the day after issue. Visit Ashley Moody, Administrative Specialist, located in building 2300, Room 106 for activation.
- Visit the Occupational Health and Safety Program web site. Consider completing the Occupational Health Questionnaire.
- When you get your first direct deposited check consider making an election to obtain your W-2 electronically.
- To obtain a MyID, visit the MyID home page (http://eits.uga.edu/access_and_security/myid/) and select "Request a MyID."
- Log in and complete the Secure UGA course (EITS) online training: secure.uga.edu

Training Requirements

- **LAB related training (copies confirming training completed need to be provided to Chris Lobsinger in the D lab):**
 - Mandatory online IACUC online training modules and quizzes - IACUCU 101 and Staying Healthy While Working with Laboratory Animals (access through professional education portal: <http://pep.uga.edu>)
 - Lab safety basics (access through professional education portal: <http://pep.uga.edu>)
 - BSL-1 and BSL-2 online training (access through professional education portal: <http://pep.uga.edu>)
 - The board of regents blood borne pathogens training <http://www.usg.edu/facilities/training/pathogens/index.phtml>
 - Right to know training (<https://research.uga.edu/compliance-training/research-safety/>)
 - Hands on BSC training (being arranged with Andrea Perez for June 4, 2019).
 - Complete the mandatory IACUC online training modules/quizzes.
 - OTHER training:
 - Training required to be able to drive state vehicles- training videos at: <http://doas.ga.gov/risk-management/insurance-services/auto-insurance>
- **Other training:**
 - Training required to be able to drive state vehicles:
<http://pur.doas.ga.gov/RiskManagement/Videos/SafeDriving/story.html>
<https://busfin.uga.edu/insurance/vehicle/>

Degree Program and Graduation requirements

- Meet with clinical faculty and graduate coordinator for orientation. **Degree requirements and departmental/university policies will be discussed at orientation.**
- Students will have a major professor chosen by the end of the 1st semester. See the graduate coordinator for guidance in making this selection before approaching the faculty member. Permission of the selected faculty member is required. Please notify the graduate coordinator's assistant of your selection.
- Refer to the course requirements and program of study each semester. The Graduate School will publish your registration and pre-registration date/time each semester in Athena. Check for registration dates as well as the course call reference numbers each semester. Remember to keep your mailing address updated to receive your diploma in a timely manner.
- **Submit your program of study** within the first full week of your first fall semester. Use the non-doctoral professional degrees form. The program of study on the following pages is a handy list of all courses and the number of credit hours for each course. The advisory committee form is not required because the MAM is a non-thesis degree program. Give a copy of your fully executed/signed program of study to the graduate coordinator's assistant for your student file.
- **Apply for graduation.** Important dates/deadlines can be reviewed at <http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>
- A preliminary written and oral exam will be given prior to the start of the 2nd summer semester.
- Stand for final examination before the faculty of the PDRC two weeks prior to graduation.

Veterinary Licensure

MAM students should obtain a license to practice medicine during their time here at UGA PDRC. Students can either apply for a full DVM license or the DVM Faculty license. The application requirements for each type of license can be found here:

Full DVM License: <https://sos.ga.gov/how-to-guide/how-guide-veterinarian>

DVM Faculty License: <https://sos.ga.gov/how-to-guide/how-guide-dvm-faculty>

A letter is typically required from the POPH Department Head to file for the faculty license. If you graduated from a non-US veterinary school, the DVM Faculty license is the easiest to obtain.

The application fee is at your own cost.

It is the responsibility of the student to meet all requirements on time during the onboarding process. All trainings must be completed as listed.

The American College of Veterinary Pathologists (ACVP) application is due in 2 parts – April 1 and October 1 of the year of your graduation. Visit www.ACPV.org for complete information.

MASTER OF AVIAN MEDICINE- GENERAL INFORMATION

I. Introduction

The MAM program is a non-thesis master's degree offered by the Department of Population Health, College of Veterinary Medicine, at The University of Georgia. The goal of the program is to train veterinarians to play a productive role in the poultry industry. Students are instructed in the basic sciences involved in disease diagnostics, prevention, and therapy as well as the practical aspects of poultry husbandry and the structure and functioning of the poultry industry. This is accomplished by involving the students in formal classroom teaching, laboratory teaching, field investigations, daily necropsy duties, departmental seminars, clinical rounds, regional seminars, national professional meetings, special projects, and externships.

II. Stipends

The stipend award is for 18 months only starting June 3, 2022 running through December 2023.

III. Academic Program

1. Program of Study

The program of study covers five semesters. Required courses are on the next page. Permission to take additional courses must be approved in advance by the graduate coordinator and the department head.

**MASTER OF AVIAN MEDICINE
COURSE REQUIREMENTS AND PROGRAM OF STUDY**

<u>Summer Semester 2019 (#1 in program)</u>		<u>Credit Hours</u>
POPH 6050	Avian Diseases	(3 hrs)
POPH 6160L	Poultry Disease & Management Interaction	(3 hrs)
POPH 8110	Problems in Poultry Diseases & Parasites	<u>(3 hrs)</u>
		9 hrs
<u>Fall Semester 2019 (#2 in program)</u>		
POPH 6121	Avian Medicine Clinical Rounds	(1 hr)
POPH 6141	Avian Necropsy	(3 hrs)
POPH 8050	Avian Viral Diseases	(3 hrs)
POPH 8050L	Avian Viral Diseases Laboratory	(1 hr)
POPH 8150	Avian Medicine Seminar	(1 hr)
POPH 8240L	Histopathology for MAM's	<u>(3 hrs)</u>
		12 hrs
<u>Spring Semester 2020 (#3 in program)</u>		
POPH 6100	Clinical Avian Medicine	(3 hrs)
POPH 6121	Avian Medicine Clinical Rounds	(1 hr)
POPH 6141	Avian Necropsy	(2 hrs)
POPH 7060	Avian Diagnostic Microbiology	(3 hrs)
POPH 7060L	Avian Diagnostic Microbiology Lab	(2 hr)
POPH 8150	Avian Medicine Seminar	<u>(1 hr)</u>
		12 hrs
<u>Summer Semester 2020 (#4 in program)</u>		
POPH 6141	Avian Necropsy	(2 hrs)
POPH 6800	Poultry Pharmacology and Toxicology	(3 hrs)
POPH 8120	Poultry Nutrition for MAM	(1 hr)
POPH 8160	Scientific Manuscript Writing	<u>(3 hrs)</u>
		9 hrs
<u>Fall Semester 2020 (#5 in program)</u>		
POPH 6210	Avian Medicine Externship	<u>(12 hrs)</u>
		12 hrs
Degree Total		54 hours

2. **Departmental Seminar**

PDRC and the Poultry Science Department host a Joint Poultry Seminar series. The seminars are held every other Monday at 2:00 pm during spring and fall semesters. MAM students are expected to attend ALL seminars. MAM students will be registered for POPH 8150 during semesters 2, 3, and 5. Seminars take place in room 107 in building 2315 at PDRC or PS Room 319.

3. **6-month Review**

A 6-month progress review will be conducted one-on-one with each graduate student and all clinicians as needed to inform student of areas of clinical study where extra attention should be made. Written records of these evaluations will be provided to the student and a copy retained by the graduate coordinator to be used in learning assessment reports.

4. **Departmental Examinations**

- a. Preliminary written examination - MAM students must complete a preliminary written exam at the end of semester 3 or beginning of semester 4. The exam is then reviewed with clinical faculty. The purpose of the exam is to allow the student and the faculty to evaluate the strengths and weaknesses in the student's knowledge so deficiencies can be identified and corrected.
- b. Final oral examination - MAM students must sit before the faculty of the PDRC for a final oral examination during the final exam dates during the final Fall semester. Students must pass the final oral examination to obtain the MAM degree.

5. **Academic Responsibility**

During spring and fall 12 semester credit hours is the minimum enrollment to be considered a full-time student. Summer semester the minimum is 9 hours. 12 semester credit hours are the maximum credit hours permitted without special permission from the Dean of the Graduate School. In addition, graduate assistantships require minimum enrollment of 12 hours (9 hours during summer). **MAM students are responsible to make sure you register for the proper number of credit hours each semester by referring to the Program of Study in this manual.**

Department Policy: MAM students are expected to be academically successful in the program. A minimum grade of 80 (B-) must be obtained in all academic core classes for which a grade is assigned (Virology, Histopathology, Microbiology, Clinical Avian Medicine, Toxicology). All MAM student are expected to obtain a Satisfactory (S) in Pass/Fail courses.

Graduate School Policy: Students with a cumulative graduate course grade average below 3.0 for two consecutive semesters are placed on academic probation by the Graduate School. They then must make a 3.0 or higher semester graduate average each succeeding semester that their overall cumulative graduate average is below 3.0. These students are no longer on probation when their cumulative graduate average is 3.0

or above. If they make below a 3.0 semester average while on probation, they are dismissed. When students repeat a graduate course, the last grade will be utilized to calculate the cumulative graduate average that is used for *probation and dismissal* (grades received in all graduate courses will be included in the graduate cumulative average). Grades of "S", "U", "I", and "V" will not be used in calculating the cumulative graduate average. When students are dismissed under the terms of this policy, they may not apply for admission to another graduate program offered by the University of Georgia.

Students may be dismissed by the department at the end of any semester if they have not made sufficient academic progress to warrant continuation of study or have not met their responsibilities or maintained accepted standards of conduct. This would apply to: students on academic probation, students who make a grade below a "C" in a required course, students who fail to pass the final oral examination, or for ethical violations.

Ethical violations considered by the faculty to be sufficiently serious to warrant dismissal from the department include, but are not limited to the following:

- Violation of ethical principles concerning treatment of animals
- Violation of ethical principles concerning teacher-student relationships
- Falsification of data
- Academic dishonesty - including incorporating materials in papers, without appropriate attribution (see "A Culture of Honesty" at www.uga.edu/honesty)

Procedures for considering dismissal are:

- The major professor shall converse with the faculty. After considering the suitability of the student, the committee shall recommend: a) retention; b) dismissal; or c) detailed warning. The graduate coordinator, after due consideration, shall execute the recommendation with a copy of the recommendation to the Dean of the Graduate School.
- After being duly notified by the graduate coordinator, the student shall have 10 days to contest the recommendation with the department head. The department head shall respond to the contestation with a ruling within 5 days of receipt.
- Following the decision by the department head, further appeals should be directed to the Dean of the Graduate School. Expulsion from the department does not necessarily mean expulsion from the Graduate School. Additional information on appeals can be reviewed at <http://grad.uga.edu/index.php/current-students/policies-procedures/academics/appeals/>

MAM students are representatives of the University of Georgia and are expected to conduct themselves as professionals at all times, particularly when dealing with the public. It is expected that students wear suitable attire. Students are discouraged from making clinical judgments to company officials or flock owners without prior consultation with a clinical faculty member. Clinical information concerning flocks of a company should not be discussed with personnel of a different company. All such information should be considered confidential.

6. **Travel**

MAM students are encouraged to attend and present papers at regional and national meetings. Funding for student travel is limited and sometimes not available. Reimbursement of travel expenses is at the discretion of the department head. **Permission of the business manager must be obtained** concerning availability of funds before presentation commitments or travel arrangements are made (**ask the graduate coordinator's assistant for assistance**). We must make every effort to reduce expenses without sacrificing educational, research, or service opportunities. Therefore, when traveling overnight on UGA business students, technicians, and post docs are asked to share hotel rooms with another UGA student, technician or post doc. Each person is responsible for their part of the room cost. If it is impossible to locate a roommate to share the costs of the hotel room, it then becomes your responsibility to try to find other accommodations that are less than or equal to half the standard room rate at the conference hotel.

The department has traditionally provided University of Georgia vehicles and fuel for transportation to regional meetings and seminars. When available, our students and employees are encouraged to travel in groups using a UGA/PDRC vehicle. However, family members are not allowed to be passengers in UGA vehicles. Therefore, if you choose to take a family member or other guests with you on the trip and you are driving your personal vehicle, the rate of reimbursement will be at the lower rate of \$0.18 cents/mile. However, if you are driving your personal vehicle with a group of other UGA travelers and a PDRC vehicle is not available, then you will be reimbursed at a rate of \$0.58 cents/mile.

Please do not pay for another UGA student or employee's hotel or meal expenses. If someone is having financial difficulties and cannot pay their share of the trip see the department Business Manager for instructions on how to handle the matter BEFORE THE TRIP.

Refer to externship information for completing travel request for externships.

7. **Annual Leave**

Graduate students in the College of Veterinary Medicine earn leave time at the rate of 6.67 hrs/mo. (i.e.10 days per/yr.). **Leave may not be taken until it is accrued.** Students have no accrued leave at the time of termination. Students are expected to be at the PDRC between semesters and available for necropsy duty and field trips. Approval of leave is at the discretion of your major professor and graduate coordinator and should be requested well in advance (**completed leave forms [see forms section of this manual] must be signed by your major professor before leaving and given to the graduate coordinator’s assistant for department head approval.**)

GUIDELINES FOR STUDENT ABSENCES

Excused	Unexcused
Death in immediate family parent or in-law grandparent sibling spouse child Birth of a baby To get married** Unexpected transportation problems Unexpected house emergency Pet emergency Ill spouse or babysitter Illness* Scientific meeting** Take NAVLE Student organization meeting** Student organization activities** To interview for a job**	To attend or be in a wedding To save money on airfare To show an animal Illness of a pet

*if an exam is missed, an excuse from a medical facility is needed
 **only if prior approval is given (instructors and major professor)

III. Clinical Program

The clinical program is directed by the clinical faculty members. One clinical faculty member is on duty at all times. Clinical duty is rotated among the clinicians.

1. Clinical rounds — Departmental clinical rounds are held weekly, Monday at 1pm, except during summer semester. MAM’s are expected to attend ALL clinical rounds. Students will be registered for POPH 6120, Avian Medicine Clinical Rounds, during semester 2, 3, and 5. In this course, current cases, field investigations, or special topics are covered. Responsibility for presenting rounds will be rotated among the MAM students weekly. Rounds can cover a single case if clinically significant or a collection of similar cases.
 - a. **If rounds will not take place the MAM’s are to notify the graduate coordinator’s assistant or office personnel so faculty can be made aware to adjust their schedules**

accordingly.

- b. Students are expected to follow cases from the time they are first presented until they are finished. This is best accomplished by keeping a journal of all cases seen. All MAM's are encouraged to keep a case journal and use it during case presentations in clinical rounds.
2. Necropsy duty — MAM's have the assigned duty of working in the necropsy laboratory daily. Unless otherwise notified by a duty clinician, necropsies are performed at 2:00pm p.m. daily. Students are responsible for keeping the necropsy room clean and orderly and stocked with all necessary supplies and equipment. Suitable clothing and footwear must be worn in the necropsy room. Students will be registered for POPH 6141, Avian Necropsy, during all semesters except the 1st summer semester. Student performance in necropsy will be evaluated monthly by the duty clinicians.
3. Research project (or case report) — MAM students are required to conduct a minimum of one applicable or basic science research project during their time at PDRC. The research should be written up in a manuscript in the format of a refereed journal (typically Avian Diseases). The student will be given a grade for the case report or research manuscript in POPH 8160. The student must present the finished paper, or show suitable progress toward completing the paper, to their major professor prior to leaving on externships. Failure to do so may result in an incomplete grade for the course. At the end of semester 5, the completed paper must be turned in or the student may be ineligible to sit for their final exam. This paper will additionally serve as one of the papers for the ACPV application.
4. Field trips — **MAM students are required to accompany duty clinicians on field investigations.** Students may not be available for some trips because of class schedule conflicts; however, instructors may reschedule class time, if requested. Instructors should be notified as early as possible if a conflict occurs. MAM students are responsible for making sure that field service vehicles are stocked with all necessary supplies and equipment. Students are responsible for signing appropriate sheet in the **IN- STATE TRAVEL NOTEBOOK** located in the mail room). All field vans/trucks should be taken to the workshop area after use to be cleaned before the next field call. A box is provided for deposit of keys. Keys will be returned to the lock box outside of the MAM office.
5. Externship — MAM students will register for POPH 6210, Avian Medicine Externship, during semester 5. The externship course allows students to work with private poultry companies, diagnostic labs, or other universities. Students are encouraged to work with several different companies for a short period of time rather than one company for three months. The student's major professor is responsible for helping the student organize externships. Some financial assistance is provided by outside allied companies and many production companies will offset your costs. The students must provide a written report of their externships to their major professor and. Students should arrange to be at the PDRC the last week of semester 5. A worksheet for each externship, must be approved by your professor. **OFFICIAL TRAVEL AUTHORITY MUST BE GENERATED BY THE OFFICE PRIOR TO TRIPS.**
6. Photography — MAM students are encouraged to photograph any lesions considered worth recording. A digital camera is available in necropsy for your use. Copies of interesting lesions are saved by case number in a shared drive on DxLab computer.
7. Computer network — MAM students are expected to learn how to use the computer equipment in the necropsy/diagnostic lab section. This network ties together critical information about cases.
8. Diagnostic support — if field service or necropsy specimens are obtained and no lab personnel are available; it is the responsibility of the MAM's to enter these cases or specimens into their correct channel.

9. Assigned reading — The MAM student should read in his/her chosen field. The journals *Avian Diseases*, *Avian Pathology*, and *Poultry Science* are highly recommended. Current articles from any of these may be discussed. It is important that the student be able to critically read and understand the literature.
10. Professional society membership — it is highly recommended that the MAM student join and be an active part of the American Association for Avian Pathologists (AAAP) and the American Veterinary Medical Association (AVMA).
11. ACPV Application – The goal of the MAM program is to train graduates to successfully become board-certified by the American College of Poultry Veterinarians (ACPV). The student needs to have 3 “publishable quality” papers for application in which they are the first author. Applications are currently due in two phases, April 1 and October 1. It is the responsibility of the MAM students to keep up with the changes in the application process, see this website for details: <https://aaap.memberclicks.net/acpv-exam-applicants>
Clinical faculty are happy to serve as your ACPV sponsor and review your papers, but DO NOT WAIT UNTIL THE LAST MINUTE.

Research Projects

- You are required to complete at least 1 research project and 1 Case Report
- Suggest major professor be selected based on the project they have available
- You will present the results of your project(s) at the ECVC and AVMA meetings
- You must **BEGIN** your research project no later than the beginning of your 1st fall semester
- All MAM’s **must submit written notification to Dr. Grogan** by the **end of the 1st summer semester** of the title(s) and timeline of your project(s)

Problem Farm

One of your field experiences will be one or more “problem farm(s).” This is a farm(s) at a local integrator(s) that is/are performing at a suboptimal level or has an unexplained health issue.

One the clinicians will make arrangements for your problem farm.

Your responsibility will be to visit the farm at least once/week from prior to placement until processing. You will observe production practices and may take serology, necropsy, water, feed, etc. samples as needed on these visits. The problem farm form should be completed and reviewed with the clinician you are working with on this problem farm. See forms section of this manual for report forms to be used in the field.

Field Experience Sheet

This form will be completed by each group of MAM’s with a copy provided to Dr. Grogan at the end of each semester. This list includes experiences clinical faculty members believe are required for you to have experienced or observed at least once prior to graduation. Do not hesitate to ask for help achieving these experiences if you lack any or would like to have additional experiences. The clinicians will work to schedule nearly all of them but you’re responsible to be sure none are overlooked. See forms section for necropsy spread sheet.

Outside PDRC Courses and Meetings

You will attend both ventilation seminars sponsored by the UGA Poultry Science Department. Dates and course information will be provided by clinical faculty. NPIP workshops held at PDRC are also typically open to MAM student to attend. Other applicable workshops or trainings may be added.

It is your responsibility inform the faculty members teaching your academic classes of these dates and times in order to reschedule any class you may miss.

Attendance at the AVMA/AAAP, ECVC and National Meeting of Poultry Health and Processing meetings are **required**, provided travel funding is secured. The Poultry Health and Processing meeting is held in Ocean City, Maryland each fall. You will use one of the field service vehicles to drive to the meeting. Or, you can seek industry funding for airfare. Any other meetings you may wish to attend will require you to find financial support for attending and also you must be on the program of the meeting as a presenter.

Field Trips

You must always strive to attend every field trip that any clinician schedules. Keep a calendar available so the clinicians know when you have time available.

- Sign out on the in-state travel log (mail room)
- Take your necropsy tools
- Check the clinical vehicle for sufficient boots and coveralls.
- Ask clinician if any other sampling material is needed, i.e. formalin jars, blood collection tubes, etc.

Necropsy Room

- The necropsy room is for our clinical cases only – research birds are to be necropsied in the research necropsy.
- The MAM's are responsible for keeping the room cleaned and disinfected
- MAM's are responsible for ensuring there are adequate supplies, i.e. blood collection tubes, swabs, syringes, gloves, etc. **Do not let these supplies run out!**

POPH 6141 FY 2019-2020	Students			
Avian Necropsy MONTHLY EVALUATION				
1. Student Initiative (25)				
2. Attendance/Promptness (25)				
3. Case follow through (25)				
4. Preparation for Rounds (25)				
Total (100)				
A = 100 - 90 B = 89 - 80 C = 79 - 70 D = 69 - 60 F = 59 - 0				

Consolidated Student Evaluations POPH 6210 Externship

Student Name:

Number of companies during externship:

Rating	Excellent	Good	Fair	Poor
Overall ranking				
Knowledge of production systems				
Knowledge of nutrition/feeding				
Sense of economic value of treatment				
Necropsy skills				
Knowledge of poultry husbandry				
Diagnostic ability				
Personal relationships				
Medical and application knowledge				
Knowledge of preventive medicine				
Knowledge of housing and ventilation				
Knowledge of infectious disease control				
Knowledge of breeder production and hatcheries				

Student conduct professional:

Yes

No

Student would go the extra mile:

Yes

No

Deficiencies of the student:

Additional Comments:

Field Experiences Needed by MAM's

Student's Name _____

Student's Name _____

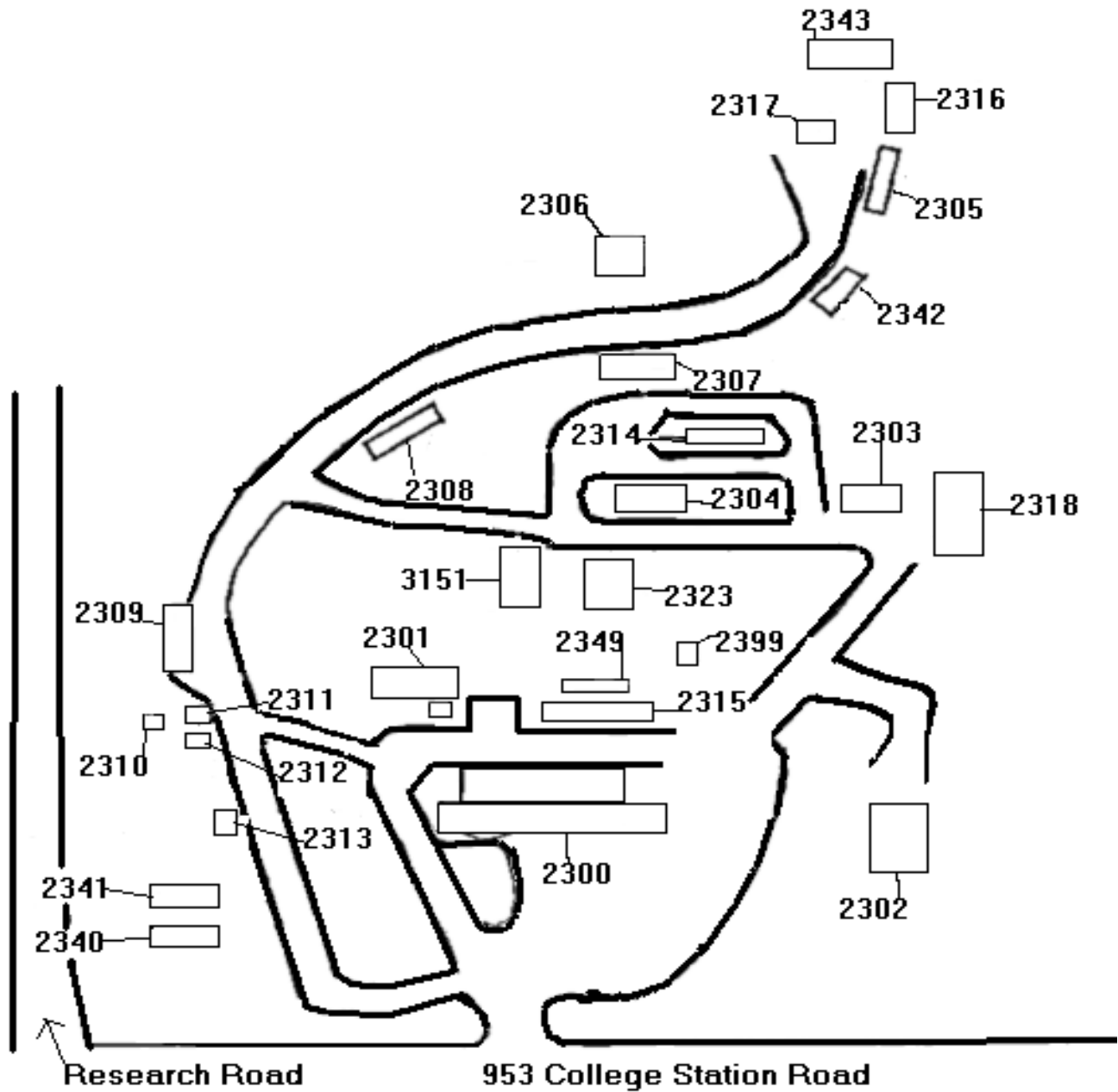
Student's Name _____

<u>Experience</u>	<u>When</u>	<u>Who</u>	<u>Date Completed</u>
1. Animal Health Regulatory Programs National (NPIP, APHIS, FAD Emerging) International (OIE)			
2. Processing Plant FSIS Regulations Inspection Systems DOA's Catch & Livehaul Condemnation Q.A./Q.C. <ul style="list-style-type: none"> • Salmonella Reg. • <i>E. coli</i> Reg. • HAACP Economics (Agristats) Rendering Plant			
3. Husbandry Broiler Ventilation Feeder Management Drinker Management Economics (Agristats) Health Programs Lighting Feed Withdrawal Serology Review			

<u>Experience</u>	<u>When</u>	<u>Who</u>	<u>Date Completed</u>
4. Breeder Husbandry (pullets & layers) Ventilation Feeder or Feed Management Drinker Management Egg collection, sanitation, storage Body Weight Control Health Programs Lighting Programs Serology Review Economics (Agristats)			
5. Vaccination Techniques <i>In ovo</i> Day old S.Q. Day old spray Drinking water pump, bag, proportioner, tank Spray in field broilers, pullets, leghorns Intramuscular Subcutaneous Eyedrop Wingweb Serology Review Economics (Agristats)			
6. Hatchery Process flow Machine differences Chick quality Egg breakout Economics (Agristats)			
7. Problem Farms	Begin 1 st Fall	All	

Map of the PDRC buildings located at 953 College Station Road – cross reference by entering building number at <http://eagle.camplan.uga.edu/OUAGISWEB/CampusMap/>

Poultry Diagnostic Research Center



POULTRY DIAGNOSTIC & RESEARCH CENTER DIRECTORY BY OFFICE/LAB

PDRC ADMINISTRATIVE STAFF

KING, Joan	Business Manager II	2.5639	2300/110	joanking@uga.edu
Ashley Moody	Senior Accountant	2.5637	2300/105	armoody@uga.edu
Caty Griffin	Academic & Admin Professional	2.3866	2300/107	caty@uga.edu
Vacant	Applications Analyst (IT)	2.1047	2315/115	vethelp@uga.edu
Johnnie Lynn Lott	Accounting Assistant	2.4906	2300/103	johnnie.lott@uga.edu
Timothy Campodonico	Administrative Associate II	2.1904 (Main Line)	2300/104	tcamp5@uga.edu
Tracey Ellis	Administrative Specialist	2.5894	2300/109	tracey.ellis@uga.edu

CARNACCINI

Avian Histopathology

CARNACCINI, Silvia	Assistant Professor	2.1766	2300/248B	scarnaccini@uga.edu
Lisa Stabler	Research Professional II	2.5088	2300/248	stabler@uga.edu

Microbiology

VACANT		2.6260.	2300/145	
Jerry (Yu-Yang) Tsai	Grad Research Assistant	2.5088	2300/248	jerrytsai@uga.edu
Meaghan Young	Grad Research Assistant	2.6260.	2300/145	mmyoung@uga.edu

FERGUSON-NOEL

Mycoplasmosis

FERGUSON-NOEL, Naola	Professor	2.3068	2300/114	naolaf@uga.edu
Jin Qian	Lab Tech III	2.5634	2301/117	qian1@uga.edu
Marianne Dos Santos	Research Professional III	2.5646	2300/141	mdsantos@uga.edu
Ruth Wooten	Lab Tech III	2.5646	2300/141	rwooten@uga.edu
Steven Fini	Research Professional II	2.5646	2300/141	sniff745@uga.edu
Tristan Reed	Lab Supervisor	2.5634	2301/117	nnyreed@uga.edu
Eniope Oluwayinka	Postdoctoral Research Associate	2.5634	2301/117	Eniope.Oluwayinka@uga.edu

GARCIA

Avian Virology

GARCIA, Maricarmen	Professor	2.5636	2300/152B	mcgarcia@uga.edu
	Research Professional II	2.5656	2300/152A	
Daniel Maekawa Maeda	Grad Research Assistant	2.5656	2300/152A	daniel.maekawa@uga.edu
Isabel Luo	Grad Research Assistant	2.5656	2300/152A	YiChen.Luo@uga.edu

JACKWOOD

Microbiology, Molecular Biotechnology

JACKWOOD, Mark	Department Head, Professor	2.5475	2300/108/149 lab	mjackwoo@uga.edu
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JORDAN				
<i>Microbiology</i>				
JORDAN, Brian	Assistant Professor	2.5629	2300/151/150 lab	brian89@uga.edu
Sunny Cheng	Research Professional III	2.0253	2300/150B	scheng@uga.edu
David Wills	Research Professional II	2.5481	2300/149A	willsdm@uga.edu
Kimberley Bouwman	Post Doc	2.5481	2300/149A	kim.bouwman@uga.edu
Adrea Mueller	Grad Research Assistant	2.5058	2300/150A	adrea.mueller25@uga.edu
Ben Jackwood	Grad Research Assistant	2.5058	2300/150A	benjamin.jackwood@uga.edu
Kylie Bruce	Grad Research Assistant	2.5058	2300/150A	kylie.bruce@uga.edu

LOGUE				
<i>Microbiology</i>				
LOGUE, Catherine	Professor	2.2875	Vet School/292	Catherine.Logue@uga.edu
Julia Ienes Lima	Grad Research Assistant			julia.ienes@uga.edu

PEREZ				
<i>Virology</i>				
PEREZ, Daniel	Professor	2.5506	2300/114	dperez1@uga.edu
Ginger Geiger	Lab Manager	2.5658	2300/252B	imginger@uga.edu
Joaquin Caceres Salgado	Post Doctoral Resarch Assoc.	2.5071	2300/252A	cjoaquincaeres@uga.edu
	Assistant Research Scientist	2.0328	2300/249B	
Brittany Seibert	Grad Research Assistant	2.0328	2300/249B	baseibert@uga.edu
Flavio Cargnin Faccin	Grad Research Assistant	3.0328	2300/249B	flavio.faccin@uga.edu
L. Claire Gay	Grad Research Assistant	3.0328	2300/249B	lindsey.gay@uga.edu
Lucia Ortiz	Grad Research Assistant	2.0328	2300/249B	Lucia.OrtizBatsche@uga.edu
Conference Room/Lab		3.5500.	2300/118+117	
On Call - forwards to cell		2.5631	2300/249	

RAJAO				
<i>Virology</i>				
RAJAO, Daniela	Assistant Professor	2.3689	2315/123	daniela.rajao@uga.edu
Sheroz Khan	Research Professional II	2.5658	2300/252B	sheroz@uga.edu
Vacant	Lab Coordinator	2.5071	2300/252A	
Brianna Cowan	Grad Research Assistant	2.5071	2300/252A	brianna.cowan@uga.edu
Jong Suk Mo	Grad Research Assistant	2.5071	2300/252A	jm45001@uga.edu
Matias Cardenas Perez	Grad Research Assistant	2.5071	2300/252A	m.cardenas@uga.edu

SELLERS				
<i>Avian Virology</i>				
SELLERS, Holly	Professor	2.5647	2300/245	hsellers@uga.edu
Vacant	Lab Technician III	3.0112	2300/245	
Erich Linneman	Research Professional III	3.0112	2300/245	erich@uga.edu
Kyung-il Kang	Post-Doctoral Associate	3.0112	2300/245	dvmkki@uga.edu
Nicholas Davis-Fields	Research Professional II	3.0112	2300/245	etid79@uga.edu
Angel Olvera	Lab Technician III	3.0112	2300/245	ao35946@uga.edu
Vanessa Gauthiersloan	Research Professional II	3.0112	2300/245	vanessad@uga.edu

SHARIAT				
<i>Microbiology</i>				
SHARIAT, Nikki	Assistant Professor	2.7368	2315/115C	Nikki.Shariat@uga.edu
Tomi Obe	Postdoctoral Associate	2.6239	2315/125	Tomi.Obe@uga.edu
Amber Richards	Grad Research Assistant	2.7104	2300/122A	amber.richards25@uga.edu
Amy Siceloff	Grad Research Assistant	2.7104	2300/122A	amy.siceloff@uga.edu
Bryan Larsen	Grad Research Assistant	2.7104	2300/122A	brl38709@uga.edu
Jared Smith	Grad Research Assistant	2.7104	2300/122A	jared.smith1@uga.edu

WILLIAMS				
<i>Avian Histopathology</i>				
WILLIAMS, Susan	Professor	3.0523	2300/244A	smwillia@uga.edu
Brittany Buckley	Lab Manager I	3.0636	2300/244	brittvvet@uga.edu
Ash Sepulveda	Research Technician III	3.0636	2300/244	amsepulveda@uga.edu

CLINICIANS				
<i>Clinical Avian Medicine</i>				
FRENCH, David	Clinical Associate Professor	2.0303	2315/117	David.French@uga.edu
GROGAN, Karen	Clinical Associate Professor Graduate Coordinator	2.6390	2315/116	kbrogan@uga.edu
NICHOLDS, Jenny	Clinical Associate Professor Head of Diagnostic Lab	2.1076	2301/117	jnicholds@uga.edu
SHEPHERD, Eric	Clinical Assistant Professor	2.4619	2315/121	shep54@uga.edu

DXLab				
<i>PDRC Diagnostic Lab</i>				
NICHOLDS, Jenny	Head of Diagnostic Lab	2.1076	2301/117	jnicholds@uga.edu
Christine Lobsinger	Lab Manager II	2.0501	2301/117A	clobsing@uga.edu
Harmony Seahorn	Lab Manager I	2.3035	2301/113	harmony@uga.edu
Llewelyn Sellers	Lab Tech & QC Associate	2.0314	2301/113	llews@uga.edu
Song Kue	Rsrch & Dev Coordinator	2.5657 (main)	2301/116	songkue@uga.edu
Tori Andreasen	Lab & Tech Data Mgmt Spec	2.5657 (main)	2301/116	tandreasen@uga.edu

MAMs				
<i>Master of Avian Medicine Student Office</i>				
MAM Office		2.5660.	2315/113	
Ashley Hallowell	Graduate Assistant			
Maurice Raccouriser	Graduate Assistant			mraccouriser@uga.edu
Reece Bowers	Graduate Assistant			edward.bowers@uga.edu
Isabella Hannay	Graduate Assistant			Isabella.Hannay@uga.edu
Maggie Thompson	Graduate Assistant			Maggie.Thompson@uga.edu
Roel Becerra	Graduate Assistant			Roel.Becerra@uga.edu

PDRC Facilities and Animal Care				
Trint Baird	Facilities Manager II	706-201-3913	2318	bairdt@uga.edu
Chris Geiger	Skilled Craft Foreman	706-765-7014	2318	chrisopg@uga.edu
Brent Lovern	Animal Resource Manager	706-714-4522	2318	izudropd@uga.edu
Aaron Pierce	Animal Caretaker II	2.2294	2318	aswa5048@uga.edu
Alison Watkins	Lab Animal Care Tech III	2.2294	2318	awatkins@uga.edu
Derrek Moody	Lab Animal Care Tech III	2.2294	2318	derrek@uga.edu
Jarret Baptist	Lab Animal Care Tech III	2.2294	2318	Jarrett.Baptist@uga.edu

PDRC Farms				
Wesley Meador	Facilities Manager I	706-765-7129	Rose Creek	Wesley.Meador@uga.edu
Josh Halpin	Farm Supervisor III	706-765-7152	Riverbend	jhalpin@uga.edu

SECTION II – General Policies

Poultry Diagnostic and Research Center GENERAL POLICY AND PROCEDURE INFORMATION

Keys

All facility keys and desk assignments for students and visiting personnel are requested through Facilities Manager's office. **All keys must be turned in upon termination of employment to the FACILITIES MANAGER when you process your termination personnel report and it is your responsibility to see that this is done.**

Health Insurance

All graduate students must be insured. See <http://www.hr.uga.edu/student-health-insurance>

Escort Service

The UGA police will provide an escort to your car if you feel unsafe when working late. They can be contacted at 706-542-2200.

Class Registration

To register for classes log into [Athena](#). Most POPH courses are permission of department (POD), which means you must be cleared by the graduate coordinator's assistant prior to registration. Verify application of your tuition waiver before making payment. See the graduate coordinator's assistant prior to payment if fee correction is needed.

Fees are NOT due when preregistering. **PRE-REGISTRATION IS ENCOURAGED FOR GRADUATE STUDENTS (REQUIRED IF YOU ARE ON A STIPEND)--GOING THROUGH REGULAR REGISTRATION IS DISCOURAGED!** For payment information see the Bursar's site at <http://www.bursar.uga.edu/>.

Holidays

2022 Holiday Schedule (<https://www.uga.edu/holiday-schedule>)

New Year's Day	Monday, Jan. 3, 2022
Martin Luther King Day	Monday, Jan. 17, 2022
Memorial Day	Monday, May 30, 2022
Independence Day	Wednesday, July 4, 2022
Labor Day	Monday, Sept. 5, 2022
Thanksgiving	Thursday - Friday, Nov. 24-25, 2022
Christmas Holidays	Monday - Friday, Dec. 26-30, 2022

Terminations

Upon completion of your degree program, please notify the business manager. A **forwarding address and telephone number** should be left with the office for forwarding mail (either a permanent address, such as a parent, or your new address, if known). A terminating personnel report must be completed as well as a separation notice. **You must return all keys to Trint Baird. Be sure your address in Athena is correct! Your diploma will be mailed to the address on your student record. Tax documents will be mailed to the address you leave with the business manager if you didn't elect to receive them online with your pay stubs.**

Telephone Calls

Please provide telephone numbers where you can be reached directly rather than the main PDRC number.

Travel

In-State Travel

Any time you are traveling outside of Athens-Clarke County in a university vehicle, you must sign the in-state travel book (located in Room 107 of the main building). This is for your protection regarding insurance coverage. If more than one person is traveling in the same vehicle, all can sign one sheet. For insurance purposes, students who are paid an assistantship or stipend should drive the university vehicle. Non-employees are not allowed to drive university vehicles.

Out-Of-State Travel

All Out-of-State Travel for University business must have prior approval regardless of payroll status!! Travel and reimbursement is permitted for graduate students at PDRC but is at the discretion of the department head. In general, expenses are covered for meetings where a student is giving a presentation. Partial reimbursement for other meetings is allowable if funds are available and the travel is pre-approved. Students are expected to share a room whenever possible. **Verbal clearance with the department head does not initiate a travel request.**

Use the PDF Travel Request form supplied by the business office and supply to appointed front office personnel. They will then generate an electronic TRAVEL AUTHORITY (TA) **PRIOR TO THE TRIP**. The TA must include the **nature of your business, where you plan to stay and the dates to be absent**. **If giving a presentation, please include the title.**

TA's must be processed and approved two weeks before travel takes place. Depending on the time of year and other unknown circumstances, approval can take up to 2 weeks to get cleared across campus, so keep this in mind and get your travel plans completed and submit your request as soon as possible. Office staff can direct charge your airfare to the University with an approved TA but **airline tickets cannot be booked before final approval reaches the travel agency.** You are welcome to book your own airfare. After full TA approval you can be reimbursed for airfare prior to travel with a paid receipt.

Unfortunately, there is no procedure for getting advance cash for room deposits or meals before the travel. If a student is traveling to **give a presentation at an international or national meeting with a registration fee**, your registration fee can be direct billed to the university if you request it through the office staff.

Out-of-country travel requests require about 2-4 weeks for processing. Travel warnings and/or restrictions will be followed as noted on the US Department of State website at http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html

Reimbursement

Upon your return to the office complete a travel expense statement at https://emer.prepare.uga.edu/accounts_payable/travel_expense_login.cfm or ask the graduate coordinator's assistant for assistance. You will need to keep a list of your meals. **HOTEL, AIRFARE, PARKING, TAXI/BUS, AND REGISTRATION RECEIPTS ARE REQUIRED FOR REIMBURSEMENT.** Meal receipts are not required. First and last day of travel meals are at 75%. Across the board per diem is not allowed. Claim only the meals you paid for. It will take about 1-2 weeks for your reimbursement check to direct-deposit. The entire current University of Georgia travel policy can be viewed at http://www.busfin.uga.edu/accounts_payable/travel.html

University Vehicles

Use of university vehicles should be arranged and cleared through the clinicians. Planning trips properly includes filling the fuel tank at the UGA Automotive Center prior to departure. When traveling out of town, it may be necessary to use the vehicle credit card for gasoline purchase(s) to return to campus. Fuel credit cards are supplied in each vehicle. Ask for a how-to cheat sheet for fuel at the Automotive Center, if needed. This is the proper procedure rather than paying cash and being reimbursed. Upon your return to campus re-fill the fuel tank at the UGA Automotive Center. All gasoline receipts should be placed in Business Manager's mailbox.

Keys for daily use of university vehicles are obtained from vehicle lock box located outside the MAM office. Three vehicles are set aside specifically for field trips. These are for faculty and sometimes can be used by the MAM students. You **SHOULD NEVER USE** university vehicles for your personal transportation to and from classes or the libraries! A courier pass (hangtag) may be available for short trips to campus

where your personal car is used. These hangtags must be signed for and can be found in the front office. **BE SURE TO RETURN THE HANGTAG WHEN YOU RETURN TO PDRC.** Hangtags are valid only with a parking permit purchased from Parking Services. Campus Transit buses run often to and from the bus stop at the road in front of PDRC. Rides are free for anyone with a UGA ID.

UGA Vehicle Accident/Insurance

Inform Trint Baird 706-201-3913 if you are involved in an accident in a state vehicle (if needed, he will come to the accident). Be familiar with the accident card in the vehicle (should be in the glove compartment with fuel card). Check vehicle before you leave the PDRC and don't leave without these cards. If there is no insurance card in the vehicle, notify Mr. Baird.

If the accident is minor, let the local police department work the accident. If you feel there are reasons for concern or there might be complications related to the accident, call the State Highway Patrol to work the accident. The accident must be reported to the State of Georgia within 48 hours. See Mr. Baird and he will get the necessary information from you to contact the State of Georgia's Department of Administrative Services. Get a copy of the police report for Mr. Baird.

Copying

Two copy machines are located in the front office of the main building. Within copyright laws, copying book sections, class notes, or journal articles are allowed.

Mail

U.S. and Campus mail is delivered once a day early afternoon and placed in individual mail boxes in room 107. **DO NOT** use the PDRC's mailing address as your personal mail address. **The U.S. Post Office will not forward your mail which has been coming to 953 College Station Road to another address.**

Please drop business mail needing postage on the postage meter in the mailroom. **DO NOT** attempt to use the PDRC postage for personal mail. Stamps are not available in the office.

E-Mail

Setup your e-mail account by going to the website:

<https://managemyid.uga.edu:8443/IDMProv/createUnauthenticatedResourceRequest.do>

if you need assistance, please email the IT Vet Help Desk, vethelp@uga.edu, or call 706-542-5124.

Purchase Orders

ORDERING SHOULD BE PLANNED AHEAD OF THE ACTUAL NEED FOR THE ITEM. "WALK-THRU" PURCHASE ORDERS ARE NOT ALLOWED AND EMERGENCY ORDERS HAVE TO BE JUSTIFIED AND APPROVED BY BUSINESS MANAGER

You should request your supply needs through the senior lab technician in your area. They are familiar with the items which are routinely stocked in the lab. They are also familiar with the vendor catalogs and procurement procedures for routine and emergency orders. **IT IS YOUR RESPONSIBILITY TO COMPLETE ORDERS WITH ALL NECESSARY INFORMATION.** Within each lab area, a certain technician usually files and follows up on orders placed for that area. Submit all orders to the appropriate technician.

THE SENIOR ACCOUNTANT SHOULD MAKE ALL INQUIRIES REGARDING THE STATUS OF YOUR PURCHASE ORDER--DO NOT PLACE CALLS ON YOUR OWN!!! It is your responsibility to know your account numbers and project numbers. Please return all receiving reports or other paperwork routed to you to the office for procurement files as soon as possible. **PLEASE DO NOT HOLD ANY PAPERWORK ASSOCIATED WITH A PURCHASE ORDER!**

Library Resources

Library resources are available at www.libs.uga.edu and <http://vet.uga.edu/reading-room>

Animals

Requests for assistance in your research projects, such as animal procurement, housing, special needs, etc. should be directed to the Animal Care Supervisor or the Facilities Manager. Exception: **Animal Resources**--Orders placed for rabbits, mice, goats, etc. which will be housed at the Vet School should come into the office for processing. Please check to be certain the animal species was included in the research project involved. **An approved Animal Use Proposal must be obtained before animals are procured for research -- give AUP number when placing orders.**

Graduation

1. AN APPLICATION for graduation must be submitted in [Athena](#) by the second week of the semester you plan to graduate.
2. FOR OTHER important dates and deadlines see <http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>
3. CHANGE IN GRADUATION DATE: If you will not be able to meet all requirements for graduation, you must notify the Graduate School gradinfo@uga.edu prior to the deadline, or your file may be placed on inactive status.
4. DIPLOMAS: Diplomas are ordered after commencement and mailed to the address the student provided in Athena. If your diploma doesn't arrive a month or so after you graduate contact the Office of the Registrar 706-542-4040.

5. COMMENCEMENT EXERCISE: There are three formal commencement ceremonies held each year. Information on commencement can be found at <http://grad.uga.edu/index.php/current-students/commencement/graduation-information/>
6. DEPARTMENTAL EXIT QUESTIONNAIRE: The Exit Questionnaire is a **required part of the graduation process**. The Exit Questionnaire must be submitted after your final oral exam. The graduate coordinator's assistant will collect the questionnaire and make sure all your grades have posted prior to compiling the information for program evaluation and assessment.

SECTION III – Forms

Problem Farm Report

Date: _____

Farm information:

Company: _____

House # _____

Complex: _____

Breed (male x female): _____

Serviceperson: _____

Age at onset: _____

Grower name: _____

Drug free program (Y/N): _____

Flock history:

1. Performance history

Date of sale	Age	Age wk. agv.	Weight	Weight wk. avg.	F.C.	F.C. wk. agv.
Year ago						

2. Current mortality trends

Age									
Date									
# birds									

3. Source flock(s)

Flock ID #	Breeder flock age @ time of placement	# of broiler chicks from this flock

4. Previous history of GD outbreaks?

- () Last flock () 2 flocks ago () No previous history
() 3 flocks ago () 4 flocks ago

5. Have there been any other disease challenges during the current flock?

- () Yes () No () Unsure

If yes, please describe: _____

House environment:

1. Stocking density at placement is _____ft²/bird

2. Air quality (measured by ammonia levels)

() Good (<25 ppm) () Marginal (25-45ppm) () Poor (>45 ppm)

3. Water quality

Last water analysis was performed

() < 2 months ago () 2-6 months ago () > 6 months ago

pH for water source: _____

TDS: _____

Bacterial count: _____

4. Water lines are cleaned out between flocks using (please select the most appropriate):

() Flushing only

() Flushing followed by sanitizer (bleach)

() Flushing followed by cleaner (peroxide) and sanitizer

() Company does not currently require water lines to be cleaned between flocks

5. Drinker management (measure by number of leaking nipples)

() Good (<10%) () Marginal (10-25%) () Poor (>15%)

6. Amount of caked litter

() Good (<5%) () Marginal (5-15%) () Poor (>15%)

7. Were any litter/floor treatment(s) used before the placement of the current flock?

() Yes

() No

() Unsure

If yes...

What product was used? _____ At

what application rate? _____ When

was the product applied?

() Before placement

() During grow-out

() Both

8. Date of last complete clean-out _____

Treatment history:

1. Have any therapeutic antibiotics been used on the current flock?

() Yes

() No

() Unsure

2. Have any water treatments been used on the current flock?

() Chlorine

() Acid

() Other: _____

If yes...

What product was used? _____ At what rate? _____

How was the product applied? _____

Farm Visit Report

Date:

Company _____	Complex _____	Farm _____	House # _____
Breed _____	Date Placed _____	Bird Age _____	
Flock ID _____	Number placed _____	7 day mortality _____	(__%)

Flock ages _____

Total mortality to date _____

Last 7 day mortality: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____

Last 7 day total _____ Mortality notes: _____

Farm conditions:			
Feeders: <input type="checkbox"/> Empty <input type="checkbox"/> Over full <input type="checkbox"/> Feed waste <input type="checkbox"/> Need height adjustment <input type="checkbox"/> OK	Drinkers: <input type="checkbox"/> Not enough water <input type="checkbox"/> Leaking <input type="checkbox"/> Need height adjustment <input type="checkbox"/> Need cleaning <input type="checkbox"/> OK	Air temp: _____ Humidity: _____ Rodent program: _____	Floor temp: _____ Ammonia: _____
Building: <input type="checkbox"/> Condensation <input type="checkbox"/> Entry room needs cleaning <input type="checkbox"/> Water filter needs cleaning <input type="checkbox"/> OK	Litter: <input type="checkbox"/> Not enough <input type="checkbox"/> Wet <input type="checkbox"/> Caked <input type="checkbox"/> OK		
House temp: <input type="checkbox"/> Hot <input type="checkbox"/> Cold <input type="checkbox"/> OK	Flock Appearance: <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	Ventilation: <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	Uniformity: <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor

Comments

UNIVERSITY OF GEORGIA COLLEGE
OF VETERINARY MEDICINE

LEAVE REQUESTED -- GRADUATE STUDENTS

DATE: _____

NAME: _____

NUMBER OF DAYS THIS REQUEST: _____

DATES TO BE ABSENT: _____

ADDRESS WHILE ABSENT: _____

(Signature of Graduate Student)

(Date)

APPROVED BY: _____
(Major Professor) (Date)

APPROVED BY: _____
(Department Head) (Date)

PDRC PURCHASE ORDER REQUEST

DATE ORDERED _____ ACCOUNT NAME _____

VENDOR – MUST HAVE COMPLETE ADDRESS:

_____ ORDERED BY _____

DATE NEEDED _____

PHONE NUMBER _____

WEB ADDRESS _____

Please Specify If Ordering a Chemical

ITEM NO.	CATALOG NO.	CATALOG DESCRIPTION	QUANTITY	UNIT (CASE, BOX, EACH, DOZ)	PRICE PER UNIT	TOTAL PRICE

GRAND TOTAL _____

*Form available in work room

TRAVEL REQUEST FORM

(Foreign Travel must be processed 30 days in advance of travel and Domestic Travel must be processed 2-3 weeks in advance to allow for approval which is necessary before ticket purchase can be direct charged to UGA.)

Name: _____ Supervisor Approval: _____

Date/Time of Departure: _____ Date/Time of Return: _____

Location of Travel: _____

Reason for Travel: _____

Means of handling classes & other business while absent: _____

Annual Leave Requested: no yes: Date/time start: _____ Date/time end: _____

No Reimbursable Travel Expense

Charge to account #: _____

Receipts are necessary for everything except meals and mileage

Per Diem Rates for Lodging & Meals:

US: http://www.busfin.uga.edu/accounts_payable/perdiem_meal_us.html

Foreign: http://aoprals.state.gov/web920/per_diem.asp

MEALS

100% per diem (middle days): \$ _____ x days: _____ = \$ _____

75% per diem (first/last day): \$ _____ x days: _____ = \$ _____

Note for in-state travel: Meals per diem is only available if you spend the night. All days are \$50 per day.

LODGING

Actual Room Rate with tax: \$ _____ x number of nights: _____ = \$ _____

Lodging Per Diem Rate: \$ _____
(per diem rate = maximum pre-tax amount reimbursable for this area)

TRANSPORT

- Airfare: \$ _____
 Charge airfare directly to University
 I will purchase my own ticket and need reimbursement

- Rental Vehicle: \$ _____
 I need someone to rent vehicle for me (direct charge to UGA)
 I will arrange my own rental and need reimbursement

- Personal Vehicle: mileage _____ x mileage rate: \$ _____ = \$ _____
Is personal vehicle used for carpool with other students/employees yes no
If yes, rate is \$0.585 per mile
If no, rate is \$0.18 per mile

Airport Shuttle or Taxi: \$ _____

State Vehicle

PARKING (Airport and/or hotel): \$ _____

REGISTRATION FEE: \$ _____

- I need someone to register me (direct charge to University)
 I will register myself and need reimbursement

Email to Caty

Email to Tracey

Office use only:

TOTAL EXPENSES: \$ _____

Worksheet for Externship

Student's name: _____

**POPH 6210, Avian Medicine Externship, a requirement of the
MAM degree program.**

This information is required for you to receive a grade in POPH 6210.

Please complete information for each trip in your externship prior to departure from Athens.

Dates of travel: _____

Name of company: _____

Contact w/company: _____

Complete company address: _____

Company contact phone #: _____

Company contact email address: _____

Will there be any cost to UGA for this trip? No Yes

Note: If UGA will pay any costs a blue travel form is also needed.

Department head approval: _____ Date: _____