



## STP Travel Reimbursement Guidelines

Approved by Executive Committee vote on November 9, 2018. Updated April 24, 2020.

STP will reimburse reasonable travel expenses for approved travel necessary to attend an STP-endorsed event as an STP representative, award recipient, or travel grant recipient.

Please remember that STP is a non-profit organization. We encourage you to keep expenses to a minimum.

**Before travel.** Please use these guidelines as you plan your trip.

Reasonable travel expenses include:

- Air/Rail travel in economy or coach
- Personal vehicle travel to/from an airport/rail station or a destination if less than air/rail travel (reimbursed at the federal mileage rate)
- Economy/public parking at an airport, train station, or destination
- Public transportation (shuttle/taxi/Uber/Lyft/bus/subway/light rail)
- Conference registration (if applicable)
- Hotel rooms at conference rate or standard business rate
- Reasonably priced meals

If you choose a higher-priced option (e.g., first class airfare, rental car, valet parking, upgraded hotel rooms), you will be reimbursed at the rate of the reasonable travel expense option (e.g., economy/coach airfare, shuttle/taxi, self-parking, regular hotel room rate).

If you extend your trip beyond the dates required for STP-related business, you must cover the added costs.

Please direct any questions concerning reasonable travel expenses to the STP treasurer prior to travel.

### Submitting a reimbursement request

Within 45 days of completing travel, submit the following **as one pdf** to the STP treasurer via email. *Please do not submit a file format other than pdf.* Contact the STP treasurer if you require other options.

- a current Travel Reimbursement Form (available [online](#) or from the treasurer) with "Reason for Expenses" specified; if travel is supported by an STP award or grant, specify this on the form.
- receipts for all expenses; each receipt must clearly indicate the payment method (e.g., credit card, cash)
- documentation for mileage reimbursement (e.g., a google map showing the distance between locations)
- (optional, to receive reimbursement electronically) a Direct Deposit Form (available [online](#) or from the treasurer). If you do not submit this form, reimbursement will come in the form of a check from the American Psychological Association mailed to the address you gave on the travel expense form.

### After submitting a reimbursement request

Retain all original receipts and documentation until reimbursement is received (typically within 4-6 weeks).

### Requesting reimbursement for an event that is canceled or postponed<sup>1</sup> (Choose Option A or B)

#### Option A (For STP-sponsored speakers, award recipients, travel grant recipients or STP leaders)

1. We ask first that you request reimbursement directly from the airline, hotel, conference coordinator, or other vendor for which you had already paid.
2. Please obtain documentation from any vendor who refuses to provide a refund, or provides a partial refund, or provides a credit for future travel. STP will reimburse any travel expenses for which you can provide documentation that you were unable to recoup all or part of the expenses because an event was canceled. Complete the current Travel Reimbursement Form (see above), provide evidence that the event was canceled, and include documentation of expenses that you were unable to recoup and any travel credit. If your request for reimbursement is less than the amount of the grant or award, you can **not** apply the balance to future travel. *We ask that you make a good faith effort to use any travel credit towards future travel to an STP-sponsored event or conference on the teaching of psychology.*

**Option B:** STP-sponsored speakers, award recipients, or travel grant recipients may opt to contact the VP who oversees the funding program before October 1 of the travel year to request that the full amount of the travel reimbursement be deferred to the next offering of the same event or to an equivalent event scheduled prior to December 31 of the following year. If you take this option, you may **not** request reimbursement for the event that had been canceled or postponed.

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<sup>1</sup> The EC approved policies on canceled or postponed conferences in response to the COVID-19 pandemic (EC Vote 2020-03-17-E1).