



## Requesting Reimbursement for Travel Expenses Impacted by the Coronavirus

Approved March 17, 2020

The Executive Committee for the Society for the Teaching of Psychology (STP; Division 2 of the American Psychological Association) is aware that several STP leaders, STP-sponsored conference speakers, and STP-sponsored travel grant recipients may have incurred costs for travel that has been canceled because of the coronavirus. If your STP-sponsored travel has been canceled as a result of the coronavirus, we ask you to take the following actions:

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 keep documentation from any vendor who refuses to provide a refund, or provides a partial refund, or provides a credit for future travel.
  - a. STP will reimburse any travel expenses for which you can provide documentation that you were unable to recoup all or part of the expenses. Complete the Travel Reimbursement Form (available [here](#)) and include documentation of the expenses that you were unable to recoup.
  - b. STP will reimburse the amount for a travel credit. Complete the Travel Reimbursement Form (available [here](#)) and include documentation of the travel credit.  
*We ask that you make a good faith effort to use any credit towards future travel to an STP-sponsored event or conference on the teaching of psychology.*
3. Those who have received travel grants may opt to contact Keli Braitman, Vice President for Grants and Awards, by [email](#) before October 1, 2020 to request that the full amount of the travel grant be deferred for a teaching of psychology conference later in 2020 or in 2021. If you take this option, you may **not** request reimbursement for your canceled event.

## Requests to Defer Travel Grants from 2020 to 2021 Due to the Coronavirus

Approved March 17, 2020

The Executive Committee for the Society for the Teaching of Psychology (STP; Division 2 of the American Psychological Association) is aware that some STP members may have received funding through one of our travel grant programs which they may not be able to use because of travel restrictions due to the coronavirus. Depending on your circumstances, we ask you to do one of the following:

1. **If you have not yet incurred expenses for travel for an event later this year:** Please avoid planning travel until you are certain that your event will not be canceled. In case the event is canceled, you may then take either of the following actions depending on your circumstances.
2. **If you incur expenses for travel that has been canceled:** Please follow the guidelines described above for *Requesting Reimbursement for Travel Expenses Impacted by the Coronavirus*.
3. **If your event has been canceled and you have not incurred any expenses:** Please contact Keli Braitman, Vice President for Grants and Awards, by [email](#) before October 1, 2020 to request that your travel funds be deferred until 2021. You may then plan travel to the same conference in 2021 or to a similar conference on the teaching of psychology in 2021.