

# STP Travel Reimbursement Guidelines<sup>1</sup>

STP will reimburse travel expenses for approved travel. Reasonable travel expenses are those which are necessary for travel relevant to the STP-endorsed activity, such as to receive an award or attend a meeting as an STP representative.

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 necessary for STP-related business, you will need to cover the added costs.

Do you have questions about reasonable travel expenses? Please direct your questions to the STP treasurer prior to travel.

## After travel

Within 45 days of the completion of your travel please submit the following **as one pdf** to the STP treasurer via email. *Please do not submit a file format other than pdf.* If submitting a pdf is not possible, please contact the STP treasurer for other options.

- a current travel expense form (available from the treasurer)
- receipts for all expenses; each receipt must clearly indicate the payment method used (e.g., credit card, cash)
- documentation for mileage reimbursement, such as a google map showing the distance between locations

## After submitting your reimbursement request

Retain your original receipts until reimbursement is received. 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. Reimbursements typically arrive within 4 to 6 weeks.

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<sup>1</sup>Updated by the STP Executive Committee March 31, 2019.