

STP Travel Reimbursement Guidelines¹

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 travel supported by an STP grant or award or to attend a meeting as an STP representative.

Please remember that STP is a non-profit organization. Please 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 [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 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.

¹Updated by the STP Executive Committee June 21, 2019.