How to access funds budgeted by the Society of Counseling Psychology (APA Division 17)

1. If you belong to a group to which funds have been budgeted (e.g., SCP Section; SCP SIG, SCP Committee), be aware of which person within your group is responsible for dealing with SCP budget issues (e.g., submitting reimbursement requests). Typically, such a designated person would be the Treasurer in an SCP Section, and the Chair of an SCP SIG or SCP Committee. If you are unclear about what person within your group serves in this role, please consult with the SCP Treasurer. Individuals who serve in roles that have been allocated funds by SCP (e.g., SCP Representatives to APA Council) submit reimbursement requests directly to the SCP Treasurer.

2. To submit an expense for reimbursement from the funds allocated within the SCP budget, a completed *SCP Expenditure Reimbursement Request (ERR) form* should be completed. For SCP groups, this form should be completed by the designated individual (e.g., Section Treasurer) within the SCP group, regardless if another person in that group made the purchase.
   a. The most recent version of the *ERR form* can be accessed by visiting the SCP website. Under the “Resources” tab on the website homepage, and click on “SCP Treasurer Resource Guide for Sections, SIGs, and Committees” to access. The *ERR form* can be downloaded using the link at the bottom of this webpage that is labeled with the complete name of this form.
   b. Make sure receipts reflect that a payment has been received and the financial transaction completed.
   c. Tape the original receipts to a piece (or multiple pieces) of paper. Make 2 copies of the sheet(s) with the original receipts. Make two copies of the completed *ERR form*. Keep a copy of the receipts and the completed SCP reimbursement request form for your records.
   d. For “Budget line to be charged:” please specify the line item of the SCP budget under which this expense falls. For instance, for a reimbursement for an expense associated with an SCP SIG, “701: Special Interest Group (SIG)” would be entered on this line. If you do not know what specific SCP budget line the expense falls under, this information can be left blank and completed by the SCP Treasurer.

3. The *ERR form* and all required documentation (e.g., receipts) should be mailed to the SCP Treasurer for processing. Forward both the sheet(s) with the original receipts and the original *ERR form*, along with one copy of each, to the SCP Treasurer. The current mailing address for the SCP Treasurer is included on the bottom of the ERR form.

4. Typically, since original receipts are needed by APA for reimbursement, hard copies of all documentation should be forwarded to the SCP Treasurer through regular mail (i.e., not emailed). However, if all associated receipts are electronic in their original format, then all documentation can be forwarded to the SCP Treasurer via email.

5. The SCP Treasurer will submit reimbursement request to APA Division Accounting.

**Tips & Hints:**
- Do not staple any part of reimbursement request hard copies. Use only paper clips.
- Make sure receipts reflect that a payment has been received and the transaction completed.

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