SCP Travel Reimbursement Requests

- Please make reservations as soon as possible because hotel rooms become less available (and more expensive) and flights become scarce (and more expensive) the closer one gets to the conference/meeting date.
- To make travel reservations and get reimbursed by SCP, you have two possible options:
  1. You can pay for your own airline ticket ahead of time and receive reimbursement following the conference. If you choose this option, you must have a copy of the original receipt from the airlines in order to get reimbursed. When making reservations via the Internet, the receipt that the airline e-mails you is acceptable--a receipt from a general travel site, such as Expedia.com or Kayak.com, is not acceptable. Please be careful to save the receipt, because a copy of just the itinerary without the receipt is not acceptable for reimbursement.
  OR
  2. It may be allowable to use the APA Travel office to make travel (airline or train) arrangements; the SCP Treasurer can let you know if this is possible. The Treasurer, as the Division's chief financial officer, is the only one who can authorize travel using division funds via the APA Travel Office. With this option, SCP pays for your flight and you incur no temporary personal expense for travel. APA has established an on-site travel office managed by American Express.
- SCP will reimburse only for coach travel (airline or train) and will not reimburse internet/WIFI expenses. If you prefer to increase the class level for your travel and purchase hotel internet/WIFI, you can still do that but will need to pay for it through non-SCP funds and separate it out when you submit the reimbursement request materials to the SCP Treasurer.
- Typically, no more than the advance purchase official (e.g., convention) basic hotel room rate and the advance purchase basic conference registration rate (e.g., no reimbursement of late fees or CE registration) will be reimbursed.
- After you pay for your hotel accommodations, you must get an original receipt showing a zero balance in order to get reimbursed. Please be careful about express checkouts-they often do not show a zero balance.
- Paid receipts are needed for reimbursement of meals (if allowed). No per diem reimbursement meals or other expenses is provided by SCP.
- When seeking reimbursement for ground transportation (if allowed), you will need to provide all original receipts for transportation to and from the home airport, if needed, and transportation between the Atlanta airport and the conference hotel. Current mileage reimbursement rates can be obtained from the SCP Treasurer. If you will be parking your vehicle at the airport, you will need to provide the original receipt for this as well.
- SCP does not typically reimburse for expenses before an event. All documentation associated with a reimbursement request should be forwarded to the SCP Treasurer following the event.

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