

Illinois Psychological Association Travel Expense Reimbursement Policy

Guidelines

Airfare is reimbursed at Supersaver rate.

Transportation to and from the airport is reimbursed.

Hotel rate is reimbursed at no more than the American Psychological Association rate or equivalent "corporate" rate and limited to the duration of the event. If extra nights are required, either prior or subsequent to the meeting, approval of the IPA Executive Director and Treasurer must be obtained no fewer than 30 days prior to the meeting.

Transportation to meetings via automobile is reimbursed at the current IRS rate.

Parking is reimbursed up to \$22 per 24 hour period.

Non-function meals are reimbursable up to \$25 per day. Reimbursement does not include alcoholic beverages.

Telephone charges are reimbursed for IPA related business only.

Appropriate and reasonable gratuities will be reimbursed.

Any voluntary assumption of expenses is welcome.

Procedures

1. Forty-five (45) days prior to the meeting, the IPA volunteer and Executive Director will come to an agreement regarding payment of expenses.
2. All requests for reservations (air and hotel) must be cleared by the IPA office no less than 14 days in advance. The IPA staff will attempt to assist in the making of these reservations.
3. Reimbursement will not be made without a receipt.