

**New York State Psychological Association  
Travel and Expense (T&E) Reimbursement Request**

**Travel & lodging must adhere to NYSPA's T&E policy found on page 2 in order to qualify for reimbursement. Please contact [nyspa@nyspa.org](mailto:nyspa@nyspa.org) if you have any questions about the policy.**

Requests for reimbursement are to be made within 30 days of the date of the meeting and accompanied by original receipts. Requests will be processed within 30 days of office receipt. NYSPA does not reimburse anticipated expenses prior to the completion of the travel & lodging dates.

This form may be emailed to [nyspa@nyspa.org](mailto:nyspa@nyspa.org); faxed to 518-437-0177; or mailed to NYSPA, 330 W. 38<sup>th</sup> St., Ste. 1105, New York, NY 10018.

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**Date of Council Meeting** \_\_\_\_\_ / **Date of EC Meeting** \_\_\_\_\_

**Division / Region Representation if applicable** \_\_\_\_\_

**Make check payable to:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

<u>DATE of Travel</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
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*Mileage is reimbursed at \$0.40 per mile*

_____	_____	_____
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TOTAL REIMBURSEMENT: \$ \_\_\_\_\_

\_\_\_\_\_  
Council Member Signature

\_\_\_\_\_  
Date

**NYSPA Travel & Expense Reimbursement Policy**  
**Updated November 2023**

Travel appropriations are allocated for actual, necessary and reasonable expenses in the approved performance of official NYSPA duties, including the business of Council, EC, committees and divisions. If flights or lodging are required for reasons other than Council meetings, pre-approval from NYSPA's ED, in conjunction with NYSPA's Treasurer, is required before arrangements are made, in order to qualify for NYSPA to cover the costs. Contact the office at [nyspa@nyspa.org](mailto:nyspa@nyspa.org) or 518-437-1040 for assistance. All travel & lodging must adhere to the requirements provided herein.

With the exception of pre-approved extenuating circumstances, NYSPA will only cover costs of meeting travel that takes place within the State of New York; travel originating and/or ending in a state other than New York will not be covered or reimbursed. [Approved by Council March 2010]

Council Meetings

NYSPA will only cover costs of NYSPA members required to attend per their position on Council, the Legislative Chairs (for LC Funding) or by invitation of the President (for Council). NYSPA will only cover costs of one (1) Division Rep & one (1) Regional Rep per meeting.

Flights:

Authorized flight purchases are to be booked no later than 6 weeks prior to a meeting, whenever possible. NYSPA will only reimburse the member for amounts up to "best price" rates found by the NYSPA Office. If a member chooses alternate options or delays booking and prices increase, the member is responsible for paying the difference between the "best price" rate and the charges for their travel and/or lodging. When possible and price permits, you are encouraged to take the early morning flight and return the same day. [Approved by Council January 2012]

NYSPA does not make arrangements on behalf of members, arrangements are to be made by the traveler.

If a member books and cancels, they are responsible for the cancellation cost unless cancellation is due to extraordinary circumstances.

Public Transportation, Mileage and Parking:

With the exception of taxi fare from an airport, which will not be reimbursed, public transportation (i.e., taxi, bus, subway, etc.) for authorized travel will be reimbursed in full, receipts must be provided.

NYSPA will reimburse for ground transportation to/from JFK or LaGuardia airport up to the current fare for the Airport shuttle bus between the airport and midtown Manhattan. [Approved by Council November 2012]

Members who drive to meetings be reimbursed for costs at the rate of \$0.40 per mile. [Approved by Council March 2009]

Parking is covered for the day of the meeting only and at a maximum of \$30/day. [Approved by Council March 2010]

Lodging:

Council members traveling more than 75 miles to attend meetings may be reimbursed for the cost of 1 night at the host hotel found by the NYSPA Office. Extra services charged to the room, such as room service, calls, internet, movies, etc., will not be reimbursed.

Council members traveling 50 to 75 miles and who are attending 2 or more NYSPA wide meetings in the same day (Council, Exec, and Legislative) may be reimbursed 50% of the cost of one night at the host hotel. For those Council members who are also on the Legislative Committee and attending the same day LC meeting, the cost of reimbursement will be split between the 2 budget lines.

Council members traveling less than 50 miles to attend meetings are not eligible for NYSPA hotel funding, with the exception of necessary accommodations for persons with disabilities. [Approved by Council March 2009]

There will be no reimbursement for travel or hotel expenses for Council, committee or division meetings held at the convention. [Approved by Council March 2009]

#### Incidental Expenses

Food is often provided at meetings, meals during travel for NYSPA are not reimbursed by NYSPA. Divisions, committees, etc., may charge their budget for food for meetings, or meetings can be held in a variety of venues. Alcoholic beverages are never reimbursed by NYSPA. [Approved by Council March 2009]

#### Special Dietary Needs

NYSPA will do its best to accommodate special dietary needs for its meetings; requests made within 10 days in advance cannot be guaranteed. If requests cannot be accommodated, the member will be contacted 48 hours prior to the event so they may make their own arrangements. If a special dietary meal exceeds the cost of the standard meal being offered, the participant will be required to pay the difference. [Approved by Council November 2013]

**Expenses which do not meet the above requirements will not be reimbursed.**