



Expense Reimbursement Policy

(as of January 1, 2022)

Persons traveling on authorized and necessary Society business are entitled to reimbursement of related expenses. An Expense Reimbursement Request form is to be submitted for reporting expenses to be reimbursed by Society funds. Copies of the form are available from the STP Headquarters or the STP website at www.toxpath.org.

The following guidelines are applicable to Society of Toxicologic Pathology travel:

1. Travel expenses will be reimbursed at economy class coach rates, utilizing the most direct route, when receipts are provided. Please take advantage of advanced purchase and other special fares when possible. Ground transportation costs (taxis, shuttles, etc.) are also reimbursed.
2. Personal mileage on privately-owned cars will be reimbursed at the rate of \$0.585/per mile (January 1, 2022 to present). Car rental is applicable only if public transportation is unavailable.
3. Rooms at the assigned hotel are usually charged to STP's master account if so arranged by Headquarters.
4. Personal entertainment and incidentals, such as a movie, are not reimbursable.
5. Itemized receipts are required for expenses of \$10 or more.
6. Forms should be submitted to the STP Office within 30 days of the date the expenses are incurred.
7. STP will reimburse actual meals and out-of-pocket expenses of up to \$60.00 per day (excluding ground transportation).

PLEASE RETURN COMPLETED FORM AND RECEIPTS TO:

Society of Toxicologic Pathology | 11190 Sunrise Valley Drive, Suite 300 | Reston, VA 20191
Tel: 703.438.7508 | Fax: 703.438.3113 | Email: stp@toxpath.org

