



Expense Reimbursement Policy

(as of January 1, 2023)

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 \$0.655/per mile (January 1, 2023 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

Name: _____
 Organization: _____
 Address: _____
 City: _____
 State: _____ Zip: _____
 Tel: (_____) _____

Society of Toxicologic Pathology

Expenses Reimbursement Request



Period Covered: From: _____ 20____
 _____ To: _____ 20____
 Travel Authorized By: _____

PURPOSE OF EXPENSE (Activity, Committee, Etc.)	ROUTE COVERED			MODE OF TRAVEL*
	DATE	FROM	TO	

DATE	TRAVEL	LODGING	MEALS			MISCELLANEOUS				TOTALS
			BREAK	LUNCH	DINNER	CABS	TEL	TIPS	OTHER	
Total										

OTHER EXPENSES (Explanation of Other Miscellaneous Above)		
DATE	PURPOSE	AMOUNT

FOR ACCOUNTING ONLY			REIMBURSEMENT SUMMARY	
Charge \$	To Line Item	Acct. NO.	TOTAL EXPENSES	
Charge \$	To Line Item	Acct. NO.	LESS: ITEMS PAID BY OR CHARGED TO STP	()
Charge \$	To Line Item	Acct. NO.	REIMBURSEMENT DUE	
Charge \$	To Line Item	Acct. NO.		
EXTENSIONS AND TOTALS CHECKED INITIALS		POLICY CHECKED INITIALS		

I hereby certify that the above expenses were incurred by me in connection with travel on STP business and that I have not been, nor do I expect to be, reimbursed from another source for any portion of the net amount claimed from STP.

SIGNED: _____ DATE: _____ APPROVED: _____ DATE: _____