



# AMERICAN COUNCIL OF ACADEMIC PHYSICAL THERAPY

## **Reimbursement Policy**

### General policies:

1. Reimbursement will be made only upon submission of original receipts for expenditures. A scanned copy of original receipts will be considered acceptable.
2. Travel, lodging and meal expenses are reimbursed for approved ACAPT-related business per the APTA's policies on reimbursable expenses. Expense forms should be submitted to the Executive Director of ACAPT within two weeks of travel.
3. Vendors should send bills directly to the Executive Office. The vendor should clearly indicate the purpose of the expenditure.
4. No expenditure can be made unless the funding was approved as part of the budget. Unforeseen expenditures or expenditures greater than the budgeted amount must be approved by the Board of Directors.
5. Travel advances are not provided, including paying for plane tickets in advance. Should the individual order an airline ticket and then be unable to complete their approved duties, s/he will need to work out a refund directly with the airline. If the traveler cannot find a flight at a reasonable cost, they may request additional travel funds from the Board of Directors.
6. If an advance is requested and approved by the Board, a detailed account of expenditures must be made, with receipts attached, and submitted to the Executive Director.
7. Checks will be signed by bank-acknowledged signers in APTA's Finance Dept. The checks will be sent or delivered by the Finance Department to the payee. A summary list of the checks and their distribution will be printed and given to the Executive Directors.
8. Budgeted funds not used in one fiscal year are not carried over to the next fiscal year.
9. Operating expenses, such as supplies, printing, photocopying, postage, etc., are reimbursed per the approved budgets for those activities (see ACAPT Budget Request Form).

**Reimbursable Expenses:**

- Airfare or Rail – include non-local transportation (airfare, rails, etc.) not charged to APTA. Airfare reimbursement is based on COACH fare unless ONLY first class is available. Receipts must be attached. Travel insurance is provided by APTA; therefore, additional travel insurance is not reimbursable
- Ground Transportation – Personal Auto Mileage – Local Transportation, including to and from the airport or train station, is to be entered. Include tips in the total. Personal automobile mileage is reimbursable at the current IRS rate per mile.
- Car Rental – Attach original receipts.
- Hotel Room – Attach hotel and motel bills in all cases.
- Meals – the traveler’s meals only. Meals up to \$65 per day with receipts or up to \$36 per day without receipts. Meals without receipts are limited to breakfast \$8.00; lunch \$10.00; dinner \$18.00. If receipts are unavailable for a particular meal it may be reimbursed at these rates and added to any meals with receipts for that day. ACAPT does not reimburse for alcoholic beverages. Meals with guests including employee’s portion are to be included in “Staff Expense Record.” APTA staff members must have receipts for all meal costs over \$15.00. Staff Expense Record – the names of the guests, association purpose, the place expense occurred, and the amount must be entered in “Staff Expense Record” box and the daily totals must be entered on the line above.
- Meetings - Other than the regularly scheduled meetings (e.g., ACAPT Business Meeting, strategic planning meeting, annual board retreat), board approval is required in advance for expenses related to an organized meeting of two or more people. Meeting locations shall be limited to APTA’s Combined Sections Meeting, NEXT Conference and Exposition, National Student Conclave, Education Leadership Conference, or APTA, unless board approval for a different location has been otherwise provided. To have a meeting reimbursement request reviewed by the board, a request or proposal that includes all anticipated expenditures, the purpose of the meeting, why the meeting is necessary to the project, and those in attendance, should be given to a board liaison a minimum of 2 months prior to the desired date. Incomplete requests or proposals will not be considered.
- Miscellaneous – include any unusual expenses incurred
- Registration – early bird registration for ELC will be refunded only to the board of directors.