AP-LS Budget and Reimbursement Information and Recommendations

Process: Budget requests are first reviewed by the Finance Committee. The Finance Committee will work with the person/committee making the request to resolve inconsistencies between committees, potential errors, redundant costs, ensure compliance with APA accounting and tax laws, and any related matters. For continuing committees, the Finance Committee will use the previous year's budget, actual spending, and projected income as a guide for developing the overall budget. If a budget request differs significantly (monetarily or in scope) from previous requests, the Finance Committee will present it for EC discussion; otherwise the budget will be presented in its entirety.

Budget Considerations

To facilitate budget preparation and adherence by committees, we are providing this list of rules that guide our finances. This is a living document that will be updated as processes and requirements change. Please bookmark this document for reference going forward.

1. Budget requests are made on an ***annual*** basis. Unspent money **will not carry over** into the next year.
    a. **Approved budgets do not go into effect until January of the following year.** Any changes to a committee's operation based on budget changes must therefore wait until that next calendar year.
    b. *Any changes to an approved budget MUST be approved by the finance committee.* If you wish to reallocate funds between budget items, please send a formal request outlining the change to treasurer@ap-ls.org *before* any reallocation occurs.
2. We no longer cover committee working meals.
3. Conference-related expenses
    a. For invited conference guests by committees, the *usual* maximum honorarium will be $1,000 total per session. Each committee can decide if it would provide travel costs and an honorarium or just an honorarium, but the total generally does not exceed $1,000. This is the suggested maximum and justification should be provided for whatever amount is requested. When submitting the payments to be processed, be sure to note whether the payment is being covered as honorarium, travel, or honorarium + travel (with distribution between categories).
        i. Please note that committee session payment requests are made directly to the CAC committee and should generally not be included in your annual budget request.
    b. To note, the plenary speakers for the conference generally receive $1,000 honorarium with a one night hotel stay at the conference hotel, GSA-based per diem expenses for meals, coach class air travel to the conference, and waiver of conference registration fee. As with other speakers, the honorarium can be given as a total rather than covering travel. When submitting the payments to be processed, be sure to note whether the payment is being covered as honorarium or honorarium + travel (and distribution between categories).
    c. Continuing Education speakers are paid a rate of $1,500 for a full day workshop ($750 for half-day) and one night hotel stay at the conference hotel (up to $250). No other fees are covered.

   d. If you are having a speaker present at APA, please remember to include APA conference registration fees in your budget request.
4. Graduate and undergraduate workers are paid $20/hour.
5. Printing costs should be avoided if possible. For instance, the committees should utilize the resources of the Social Media Committee and other electronic resources rather than printing.
6. Webinar Honoraria Policy
   a. $100 honoraria for webinars up to 30 minutes
   b. $200 honoraria for webinars up to 60 minutes
   c. $250 honoraria for webinars longer than 60 minutes
   d. As with our policy for other conference sessions, etc., honoraria will be split amongst multiple presenters.
7. The LHB editorial stipend from APA Publishing is handled by the LHB editor; the editor sets the policies regarding reimbursements for that fund.
8. If you would like to deviate from these guidelines, please include a rationale for such in your budget request/committee report.

Reimbursement and Payment Considerations

1. Disbursements (Stipends, Honorariums, and Awards)
   a. If you are a chair of a committee that awards honorariums, awards, or pays stipends, then we need you to **collect the W-9/W-8 forms from those individuals you want AP-LS to pay.**
   b. **We request that you have the recipients fill out the ACH Direct Deposit form**. They can send the form directly to APA or you can include them with the W-9/W-8/W-8BEN-E forms so we can include them when we request payments (but please let us know that an ACH form was completed so we can tell APA to transfer the money rather than cut a check).
      i. If the recipients are being paid by check instead, please let us know if the address for the check differs from the W9 and to whose attention the check/payment should be brought if sent to an institution's OSP.
      ii. We ***strongly*** recommend paying by ACH aside from checks distributed at the AP-LS conference because they are processed much more slowly and have often been mistaken as junk mail and thrown away.
         1. Please note many international locations also will not accept out-of-country checks.
   c. **For Travel and Caregiving Awards for the AP-LS Conference:** We pay these by check at the conference because the recipient must actually attend the conference to qualify for the funds. Otherwise, we will process ACH payments *after* the conference once we have verified attendance.
      i. For these requests, we need the financial paperwork (just W9/W8s) ***by January 15th*** due to the amount of time APA needs to process and mail the checks.
      ii. The same policies apply for any speakers that will be paid by check at the conference.
2. Any travel receipts for reimbursement should be submitted within 2 weeks of travel to comply with APA Accounting's deadlines.
   a. Voting Members, Editors (LHB, Book Series, Newsletter, Website) Travel Reimbursement:
      i. 3 Nights Hotel at the contracted double occupancy hotel rate.

            1. At the APA Convention, members are expected to book the lowest available contracted hotel rate.
    ii. Airfare, Train fare, or mileage (see travel policy below) not exceeding $700 round trip.
    iii. Transportation from Airport/Train Station to Conference Hotel and Hotel to Airport/Train Station
    iv. Registration fee is waived for AP-LS conference, but it is not covered for the APA convention
  b. Committee chairs (non-voting members):
    i. Registration fee is waived for AP-LS conference, but it is not covered for the APA convention
    ii. Please note, committee members other than the chairs do *not* receive conference registration waivers.
  c. Liaison roles do *not* receive conference registration waivers.
  d. Conference co-chairs (APA and AP-LS)
    i. Hotel
    ii. Airfare, Train fare, or mileage (see travel policy below) not exceeding $700 round trip.
    iii. Transportation from Airport/Train Station to Conference Hotel and Hotel to Airport/Train Station
    iv. Per Diem (for their co-chair conference) based on the GSA local rates and provision of receipts (see per diem policy below)
    v. Coverage:
        1. AP-LS co-chairs receive travel to the AP-LS conference in their shadow year and their conference year; we do not cover travel to the APA convention. They also receive travel for the site visit in the Fall prior to the conference.
        2. APA co-chairs have travel covered for both the AP-LS conference and APA convention.

3. **Submission of payment requests**
  a. **For award/grant and honorarium payments:**
    i. Award/Grant recipients must be submitted with the following **Award/Grant Recipient Submission Template**.
    ii. Honorarium recipients must be submitted with the following **Honorarium Recipient Submission Template**.
    iii. As noted in the templates, the following information must be provided for each recipient:
        1. Payees' legal names
        2. Payees' email addresses
        3. Payees' home/business address (must match their W9/ACH form)
        4. How much they are to be paid
        5. Name of the award/grant
    iv. The template, all grant paperwork (as applicable), and all required financial paperwork (W9/W8 and ACH) must be submitted to **Award/Grant/Honorarium Submission Form.**
  b. **For payments/reimbursements:**
    i. Vendor payments and reimbursements must be submitted with the **Reimbursement Submission Form**.
    ii. Receipts and/or invoices must be attached to the reimbursement submission form.

        iii. Please review financial paperwork rules below to make sure the correct forms are included.

   c. **Financial Paperwork Rules for Payments**
      i. For all payment/reimbursement requests, the following information must be included:
         1. Legal name, address, email address, payment amount
         2. W9/W8 and ACH payment forms
            a. If the recipient has their W9/W8 and ACH on file, let us know. If you do not let us know, we will have to respond back to request the status and it will delay processing.
               i. If the paperwork is not on file, or *if the payee has moved since filling them out previously*, please include the forms.
            b. Even if the payment is reimbursement *only*, a W8/W9 form is required, because APA uses them to create vendor profiles and make sure the payments are being processed for the correct person.
            c. Please note: Payee must fill out ACH and W9/W8 form (as applicable) with the *same recipient.* If they are paying their business, then both forms must be filled out with the business name; if an individual is being paid, then the individual's name must be put on both forms.

Per Diem Policy

This per diem policy is established to provide guidelines for the reimbursement of reasonable and necessary travel expenses incurred by conference co-chairs, plenary speakers, and AP-LS staff during conference-related travel. It ensures the appropriate compensation of expenses in accordance with the prevailing rates in the locality visited.

Per Diem Rates:

1. Per diem rates will be determined based on the General Services Administration's (GSA) per diem rates for the specific location of travel. The GSA website provides up-to-date information on lodging, meals, and incidental expenses for different locations within the United States.
2. Co-chairs, plenary speakers, and staff are expected to refer to the GSA website for the most current per diem rates applicable to their travel destination. Any changes in rates will be updated accordingly in the policy.
3. Co-chairs, plenary speakers, and staff must submit an itemized expense report with receipts for all expenses. Reimbursements will be made for expenses up to the maximum allowable per diem rate.
4. There are no per diem payments for AP-LS volunteers or leadership except for APA convention co-chairs at the APA convention and the AP-LS Conference co-chairs at the AP-LS conference.
5. Please check rates using the following website before traveling: https://www.gsa.gov/plan-book/per-diem-rates

Travel Policies

1. Reimbursable airfare or train fare should be a basic or regular economy roundtrip fare.
2. We will cover mileage instead of air or train fare if travel is completed in that manner. If submitting for mileage reimbursement, you must include a map that shows the originating point, destination point, and amount of miles traveled.
3. AP-LS has a maximum travel fare allowance of $700.
    a. International or domestic travel that exceeds the $700 maximum shall email the AP-LS director at office@ap-ls.org with desired basic or regular economy ticket options for reimbursement approval. Please cc the treasurer at treasurer@ap-ls.org.
4. Members are expected to make their travel arrangements far enough in advance to take full advantage of discounted airfares. Airlines usually offer the deepest discounts for travel booked more than 60 days in advance. Travel booked less than 30 days in advance will likely incur a significantly higher cost due to the limited availability of reduced-fare seats. Last-minute arrangements, cancellations, or changes to travel plans should be avoided unless absolutely necessary and should be reported to the AP-LS director at office@ap-ls.org. Please cc the treasurer at treasurer@ap-ls.org.
5. All nearby airports should be compared to book the most cost-effective option.
    a. EXAMPLE: With three airports in the Washington metropolitan area, the competitive nature of the air travel business can frequently result in substantial savings for utilizing Baltimore-Washington International Airport (BWI). BWI is just as close to downtown Washington as Dulles Airport (IAD). Even with the increased cost of ground transportation from BWI vs. National Airport (DCS), the savings can be upwards of $500 or more. Members are encouraged to consider BWI when it is a cost-effective option.
6. Members often prefer to travel on a specific airline due to participation in frequent flyer programs. A preferred airline can be used only if no additional costs are incurred and the trip is booked within the above-mentioned guidelines. Members may keep for personal use any frequent flyer mileage earned on AP-LS travel. Since APA can only reimburse for actual costs incurred, members may not use tickets earned through frequent flyer mileage and then seek reimbursement for what the ticket cost would have been.
7. We will reimburse lodging up to the double occupancy contracted conference hotel rate.
    a. At the APA Convention, members are expected to book the lowest available contracted hotel rate.
8. **AP-LS does not cover the following:**
    a. We do not reimburse baggage or seat selection fees.
        i. We do cover baggage fees for AP-LS staff members bringing conference equipment/items if *less* than the cost of shipping the items.
    b. We do not reimburse travel insurance fees.
    c. Except as negotiated with plenary speakers, we do not cover parking or car rentals.
    d. Except as negotiated with plenary speakers, we do not cover travel from home to airport/train station or airport/train station to home.

If you have any questions, please reach out to the AP-LS treasurer, Dr. Jen Perillo, at treasurer@ap-ls.org.

Last Updated 1.10.2025 with updated 2025 forms.