

APA SIG Stipend Guide

Information about the Stipend

- The APA will provide an annual stipend of \$500 to each individual SIG to support reasonable SIG activities.
- This funding can be used for the creation of educational materials/supplies needed for the SIG meeting, to pay for a speaker or a poster that is produced by SIG members, or for plaques, etc.
- Unused funds do not carry over from one year to the next.
- Unusual planned expenses over the \$500 stipend may be submitted to the Board for special consideration. These require pre-approval by the Board.
- All SIG-generated bills must be submitted to the APA National Office for payment (please include an itemized receipt of the charges)
- All questions regarding this funding can be directed to the APA national office. We recommend contacting the office if you are unsure whether a specific item can be covered with SIG funds.

Use of Stipend funds for PAS

- All check requests relating to funds used for PAS will be processed **AFTER** the meeting.
 - The requests can be submitted prior to the meeting but they will not be processed until after the meeting.
- The APA team will send an email to all SIG chairs after the meeting with the APA Check Request PDF.
- SIGs with a combined session can merge their stipends to have a total of \$1,000. This combined fund can only be used for expenses pertinent to the PAS Session.
- The stipend should not be used to coordinate F&B with the PAS hotels or convention centers as contracts must be arranged by the APA staff and the current average cost exceeds the stipend amount. (As of March 2024, averaging around \$40 per plate plus service fees)

For Awards, Travel Stipends, Honorarium - Enter the Name and Address of the individual receiving the Award, Travel Stipends, or Honorarium.

For Expense Reimbursement - Per APA and Degnon accounting policies there must be an itemized receipt of the expense. We cannot accept a non-itemized receipt, a bank statement, a credit card statement or transaction record.