

2026 NCS TRAVEL & EXPENSE REIMBURSEMENT POLICY

Scholars must follow these rules for faster reimbursement. Non-compliant submissions will be returned and will delay payment. Please note that responsible stewardship of APA funds enables us to support more scholars. Reimbursement decisions are final. Submit all requests within 90 days of the PAS Annual Meeting. Reimbursement is limited to expenses incurred for attending official NCS/PAS programming.

ELIGIBILITY

- Scholars are responsible for tracking expenses and submitting receipts.
- ***NEW FOR 2026*** All reimbursements will be paid via bank ACH. Scholars must create an account on Bill.com using their NCS preferred email, complete identity verification, and enter their bank information so the ACH reimbursement can be issued. Scholars will receive an invitation from Bill.com

RECEIPTS (READ CAREFULLY)

- Itemized receipts are required for every expense.
- Expenses must be listed in date order.
- Sort and combine receipts into files by day
- Combine all receipts from the same day into one file, sorted by date.
- Group receipts by day and save them in dated files.
- For each day, merge all receipts into a single, date-sorted file.
- Receipts must match the expenses listed.
- Not accepted: credit card statements, bank statements, screenshots, or non-itemized receipts.
- No receipt = no reimbursement (unless pre-approved in writing).

MEALS

- Daily limit: \$75 USD. Spending over this amount is reimbursed at a flat rate of \$75. This amount includes coffee when it's not provided by APA or PAS.
- Meals or coffee will not be reimbursed for Friday, April 24 as all are provided at PAS.
- Alcohol is not reimbursable.
- Receipts for shared meals must clearly show the Scholar's portion

AIR TRAVEL

- Coach/economy only.
- Book the lowest available fare that aligns with the conference schedule.
- Airfare over \$600 requires prior written approval (Colleen Wainwright).
- Only the Scholar's ticket is reimbursed.
- Change fees are not reimbursed unless pre-approved in writing.

GROUND TRANSPORTATION

- Transportation between hotels and the conference center is not reimbursed when PAS shuttles are available.
- Taxis/rideshares are not reimbursed outside of transportation from/to the hotel and airports.
- Personal vehicle uses and rail travel reimbursed at the lowest coach airfare.
- Parking reimbursed up to the cost of a round-trip taxi/rideshare.
- Traffic or parking violations are not reimbursed.

NOT REIMBURSABLE

Alcohol • Guest travel/lodging • Sightseeing or side trips • Souvenirs • Toiletries • Minibar charges • Laundry • Child or pet care