



## Psychology Internship Consortium

### **Travel Reimbursement Policy**

It is likely that some minor travel expenses may be incurred; however, interns may submit documentation for reimbursement of certain out-of-pocket expenses while traveling for required SH-PIC activities. Sanford Health provides funding for intern expenses incurred during travel for mandatory, off-site training-related activities, including but not limited to travel, lodging, and meals associated with a state psychological association conference.

Meal reimbursements apply only to meals that are not made available to the intern by SH-PIC and only during the required training-related travel. Interns should plan to pay separately when dining together. SH-PIC will not reimburse for alcohol.

To be reimbursed, interns must save all original receipts, complete a travel expense form and submit them to the SH-PIC Program Administrator within 5 business days of returning from training experience. Travel reimbursements may not exceed \$2,000 per intern annually.

