

Here it is – the end of our 2008 travel year! Where has the time gone? The fall 2008 travel cycle is in full swing. If you are on the road, please travel safely. If you are at home enjoying the season changes, know that you could still be called, but more likely will be contacted for a future travel cycle. As always, the process for selecting evaluators is based on the specialty areas and expertise required to evaluate the specific institutions under review.

Revisions to the ACICS Guidelines For Travel Reimbursement

In an effort to clarify the travel reimbursement policies and procedures and continue our commitment to safety and integrity, effective September 2008, revisions were made to two sections within the ACICS guidelines for travel reimbursements. See <http://www.acics.org/accreditation/e-expense.asp> for details.

Revision 1: Tipping

The first change involves tips. ACICS has capped cash tips, excluding taxi and meal tips, to \$20 per visit, and will no longer require evaluators to substantiate cash tips by writing to whom the tip was given and for what purpose. This revision can be found on page one of the *ACICS Guidelines for Travel Reimbursement* and reads:

- Expenditures must be supported by original receipts*. Please attach to “8 ½ x 11” sheets of paper with staples or tape. Provide as much detail as possible on the nature and reason for the expenditures involved. Failure to provide adequate documentation of expenses will void ACICS’ reimbursement responsibilities.
- Tips: Effective September, 2008, cash tips, excluding taxis and food service tips, will be capped at \$20 per visit and do not need to be substantiated.

Revision 2: Alcohol Policy

The second change involves the alcohol policy. Effective September 2008 there is a two drink per meal maximum, and pitchers of beer and bottles of wine will no longer be allowed. The revision reads:

- E. Alcohol: Discretion should be used. Perception by others is important.
1. Reimbursement will not be made for alcohol consumed other than that served at a meal and detailed on a meal receipt. Alcohol consumed in a bar area while waiting to be seated for dinner may be considered as being served at the meal that follows.
 2. Effective September, 2008, no more than two alcoholic beverages per person per meal will be allowed.
 3. Effective September, 2008, alcoholic beverages served for group consumption, such as pitchers of beer or bottles of wine, are not permitted.
 4. Prior to operating motor vehicles, abstain from consuming alcohol.

On the Road: ACICS and Rental Cars

When a trusty minivan isn't enough to transport an entire team, a staff member may authorize you to rent an additional vehicle for use on a site visit. Should you accept this responsibility, here are some friendly reminders from the current Travel Policy:

- Submit receipts that show date/time out, miles traveled, gas option, date/time of return, and total amount paid.

- Choose the "bring it back full" gas option when signing the rental agreement, and be sure to save your receipts for reimbursement purposes.

- While the Council does not reimburse for the loss damage waiver on a rental vehicle, the Council does provide both Liability and Physical Damage coverage. When completing your rental agreement, please decline all coverage offered by the rental company; instead, be sure to include the following information next to your signature to guarantee the company is tied into the contract:

Your name
c/o Accrediting Council for Independent
Colleges & Schools
750 First Street NE, #980
Washington, DC 20002

- In the event of a loss or claim, specifying the information above will ensure that the incident will be reported directly to the Hartford, under policy number 45SBANK8991. Hartford's direct reporting number is 1-800-327-3636.



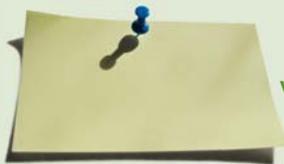
“HELP! My Rental Car Got Sideswiped!”: or Worse

Accidents happen. (Sometimes you're not even anywhere near your vehicle when they do!) If you find yourself in an unfortunate situation, your first instincts are probably right. Many of you have wallet-sized cards that spell-out "what to do in the event of an

accident." The Council's advice to its drivers is the same; however, we ask that you do the following:

- Obtain a police report. Even if damage to the vehicle seems minor and no one has been injured, this is very important for liability purposes.
- Call the rental car company. Telephone numbers for the rental location and the corporate office are on your rental agreement.
- Inform ACICS as soon as possible – 202-336-6780 (main office). If available, Mr. Jeff Olszewski, Director of Finance and Administration should be notified.

REMINDER



It is the obligation of all evaluators to attend the pre-visit meeting. If flight delays or other acceptable circumstances occur, please have the courtesy to contact your ACICS staff representative and the chair. It is also your responsibility to be prepared by reviewing the self-study. Any questions or comments you make at this meeting can be shared with everyone and will improve the visit process.

Independent Contractor Agreement

This travel cycle introduced a new document requirement for all existing and future evaluators, the Independent Contractor Agreement. The agreement was sent to all evaluators in active or pending status with an email address. This is another example of the importance of being electronically connected.

The agreement clarifies an evaluator's status as an independent contractor and requires a wet signature, no typed signatures are accepted.

Thanks to the dedicated and diligent pool of evaluators, we received over 300 within the first two weeks and they continue to trickle in. If you have

not signed and returned yours, please do so as it is a requirement and will restrict your activity as an evaluator.

The form can be found on our Web site at www.acics.org. Click on the "Accreditation" tab and then click on the "Evaluator" link (on the far left side of the page, second to the last link). The Independent

Contractor Agreement link is embedded in the text. Or you can cut and past the following link into your web browser: <http://www.acics.org/accreditation/documents/IndependentContractor-Agreement080808.pdf>.

Honorarium Reimbursement Form

It's back! During the winter 2008 travel cycle we introduced a form to report honorariums. Initially, the responsibility of completing this form and distributing it to each member of the team was delegated to the team chair. The form worked, however the follow up when an evaluator did not attach the form to their paper receipts was messy. Once a visit is completed, a chair's responsibility to the team is completed; therefore, requiring them to resend the report was time consuming and had the potential for delaying the reimbursement process.

So..., during spring 2008 travel cycle we tried it without the form and introduced three categories within the Business Portal for evaluators to select when submitting honorariums. The first is for chairs only and is coded CHON, the second is for non-chairs and is coded HON, and the third is for evaluators who are tasked to complete additional reports and is coded HON2. The lines auto calculate the honorarium based on the "units" which should be adjusted to reflect the total visit days.

For example, if you are a program specialist with qualifications that would support your assuming a dual role and you are asked to complete two reports during a three-day visit, your entry would look similar to the one below (the actual expense report would also include the project number and task ID). Remember, the first report is included in your daily honorarium.

Fast forward to the current fall 2008 travel cycle. For accounting purposes we are re-introducing the Honorarium Reimbursement Form. The staff coordinator will be responsible for completing the form and distributing to evaluators. Evaluators are responsible for attaching the form to their original receipts when submitting their reimbursements. If the form is not submitted with the business portal cover sheet, the reconciliation process will be delayed.

If you have any questions, you can ask your staff coordinator or contact Sue Greer at 202-336-6789 or sgreer@acics.org.

Delete	ExpType	Project	Task	Billable	Date	Pay Method	Description	Units	Rate	Emp Amt
2 <input type="checkbox"/>	HON2			<input type="checkbox"/>	9/10/2008	Employee Paid	Honorarium Additional R	3.00	50.0000	150.00
1 <input type="checkbox"/>	HON			<input type="checkbox"/>	9/10/2008	Employee Paid	Honorarium Non Chair	3.00	150.0000	450.00

Conflict of Interest

To date, ACICS has held six evaluator training workshops, one chair workshop and has three upcoming evaluator workshops scheduled in 2008. One topic that is addressed in our workshops and continues to invoke conversation is our policy with respect to conflict of interest; in particular, the role of consultants as evaluators. ACICS continues to promote excellence and encourage institutions to seek guidance from our program specialist to ensure excellence. We have several talented and experienced professionals within our evaluator pool and we value their expertise; however, the accreditation visit is not the proper forum to solicit business or provide consulting services.

When an individual is employed by a consulting company who performs work for ACICS-accredited institutions, we will place that evaluator on inactive status until or when they choose to disassociate

themselves with the consulting company. This is not meant as punishment, but it is important that we exhibit the highest degree of integrity for the sake of our member institutions and our reputation as the premier accreditation agency.

When an individual is self-employed as a consultant, ACICS will not tolerate the distribution of business cards to solicit consulting work, or the use of the evaluator role as a platform to further one's own careers in the consulting field.

If anyone has any questions or wishes to comment further on this topic, please contact Sue Greer, Evaluator Manager at 202-336-6789 – sgreer@acics.org, or Tom Wickenden, Director of Accreditation at 202-336-6770 – twickenden@acics.org, or Joseph E. Gurubatham, Director of Campus Development at 202-336-6797 – jgurubatham@acics.org.

Criteria Changes

At each Council Meeting, specific areas of the *Accreditation Criteria* are reviewed thoroughly. As a result of the Council's most recent review of the Criteria

the following sections have been revised and/or updated: Faculty Credentials, Initial Accreditation, Tuition and Fees. The detailed changes can be found in

the Memorandum to the Field which is posted on our Web site at www.acics.org. If you have specific questions about any of the changes to the *Accreditation Crite-*

ria please contact any member of the travel staff or Ms. Kimberlee Moore at kmoore@acics.org.

CONTRIBUTIONS

The Evaluator staff thanks those who edit and provide valuable feedback. Your edits ensure the quality, and your feedback provides us with interesting and valuable articles. We continue to receive more and more suggestions for articles from you, the evaluators.

We pay special thanks to those who contributed articles to this newsletter, Jennifer Gwatkin and Robert Hendrickson, and to Billie Joy Langston who named our newsletter *The Evaluator*. Andrea Reid also plays an integral part in getting *The Evaluator* distributed and we thank her for her services. And finally, as always, we thank Annette Headley. Annette's contribution to *The Newsletter's* professional look and appealing layout is invaluable.