

ACICS Evaluator Expense Report Business Portal Instructions



Revised on **Feb 26, 2008**

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1. Introduction:

Welcome to your ACICS Dynamics SL (Solomon) Business Portal. Business Portal is a web site that evaluators will use to submit expense reports for reimbursement.

Contact for problems or questions while on the visit, please discuss with the Accreditation Coordinator.

For questions regarding access to the Business Portal contact:

Sue Greer (Evaluator Manager) email: sgreer@acics.org – (202) 336-6789

For questions regarding a submitted expense report – contact:

Piere Martin-William (Accounting Manager) email: pwilliams@acics.org
(202) 336- 6786

2. Logging Into Business Portal:

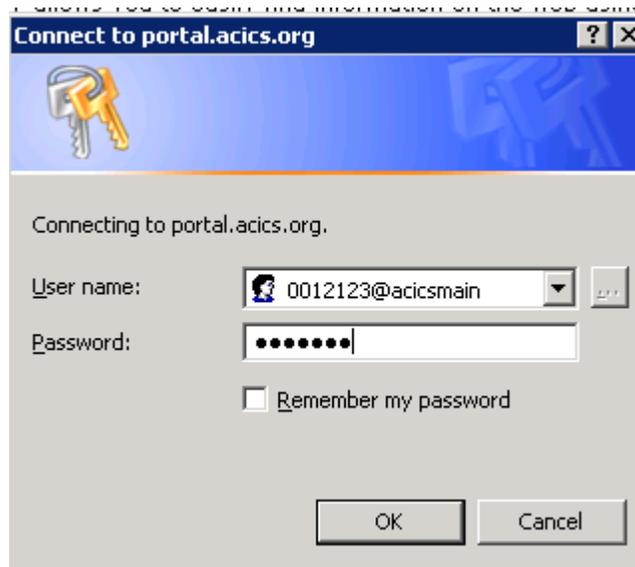
Launch Internet Explorer from your computer. Enter the following URL for Business Portal:

<https://portal.acics.org/Sites/BusinessPortal>

You can also access Business Portal from the www.acics.org web site. From the main page select the ACICS Business Portal link.



Login using your ID and Password. Use the following rules for entering your user name and password:



For Evaluators:

Username: "00" + <Member Number>@ ACICSMAIN
(Example :0012123@ACICSMAIN)

Password: Your password will be your "00" + <Member Number>.
(Example :0012123)

Your ACICS Travel Staff will provide you your member number if you do not know it.

Note – Rules for using your mouse in Business Portal:

A single click with your mouse will select a value or field while a double click will provide a pop-up list of possible values.

A copy of the "ACICS GUIDELINES FOR TRAVEL REIMBURSEMENT" can be found in Appendix B

3. Expense Report Entry - Step by Step Instructions

Select *Expense Reports* from the main menu.

The screenshot shows the top navigation bar with 'Home', 'Expense Reports' (circled in red), 'Visit Projects', and 'Site Settings'. Below the navigation bar is the date 'Tuesday, April 24, 2007'. The main heading is 'Expense Reports'. Underneath, there is a section titled 'Expense Report List' with a dropdown menu set to 'Expense Report' and buttons for 'New' and 'Express'. Below this are four expandable sections: 'In Process', 'Rejected', 'Completed', and '*Approved/Posted'. The 'In Process' section is expanded, showing a table with columns 'Document#', 'Date', and 'Amount', and a single row with the value 'None'. To the right of the 'Expense Report List' section is the 'Expense Report Detail' section, which contains the text 'Please select an expense report.'

Select *New* for a new expense report.

This screenshot is identical to the one above, but with a red circle around the 'New' button in the 'Expense Report List' section. A white callout box with a black border and an arrow pointing to the 'New' button contains the text 'Select New Expense Report'. The rest of the page content remains the same.

ENTER Date

Enter the date of the expense report. This date should be the day you submit the expense report.

Expense Report List

Expense Report Detail

Print this Expense Report

Save Delete Comments

Document # 0000200207 Date of Report 4/24/2007 Emp # BPUSER1 Name BPUSER1 Status In Process Approver SYSADMIN System administrator

Type Advance Amount Trip/Expense ID Description

Expense Report 0.00

Emp. Advance Bal. Employee Paid Company Paid Grand Total Reimbursement Amt

0.00 0.00 0.00 0.00 0.00

Add a Line Express Entry Save Line Items

Delete	ExpType	Project	Task	Final Report	Date	Pay Method	Description	Units	Rate	Amount	Other Amt	Cust
<input type="checkbox"/>						Employee Paid		0.00	0.0000	0.00	0.00	

Ignore and skip the following fields:

- Approver
- Advance Amount
- Trip/Expense ID
- Description

ENTER Expense Type for Line Item (repeat from here for multiple line items)

Notice that **yellow** entry boxes now appear under the fields for recording expenses and the **gray** scroll bar appears across the bottom. Press the *Add a Line* button if you need a new line item to enter your expense. Place the cursor in the **yellow** box under “**ExpType**” and **Double click** to open the pop-up possible values list.

Document # 0000200207 Date of Report 04/24/2007 Emp # BPUSER1 Name BPUSER1 Status In Process Approver SYSADMIN System administrator

Type Advance Amount Trip/Expense ID Description

Expense Report 0.00

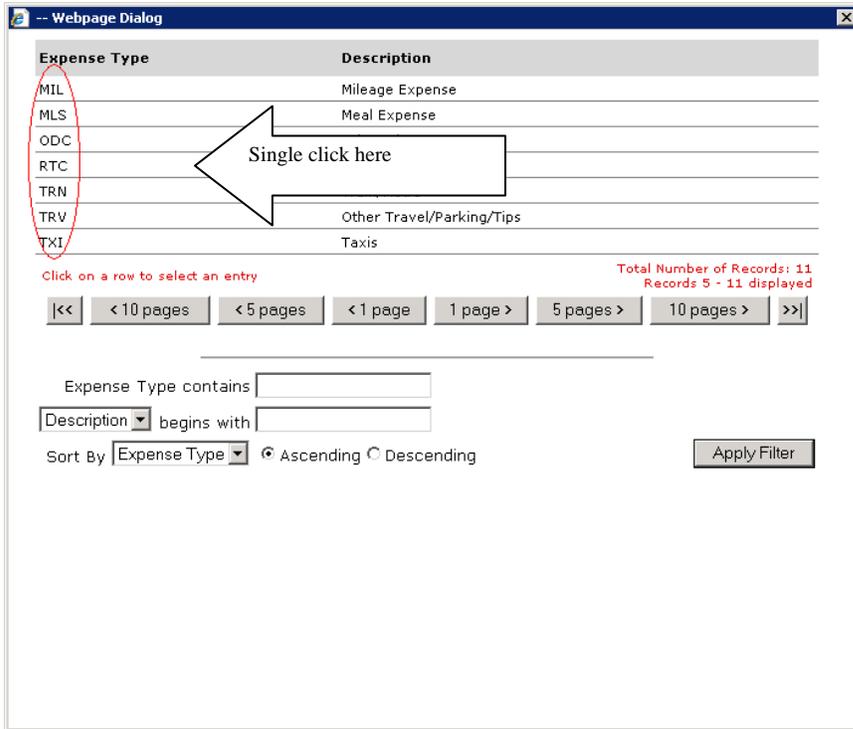
Emp. Advance Bal. Employee Paid Company Paid Grand Total Reimbursement Amt

0.00 0.00 0.00 0.00 0.00

Add a Line Express Entry Save Line Items

Delete	ExpType	Project	Task	Final Report	Date	Pay Method	Description	Units	Rate	Amount	Other Amt	Cust
<input type="checkbox"/>						Employee Paid		0.00	0.0000	0.00	0.00	

The pop-up box will have Expense Types from which to select to record your expense. **Choose the Expense Type** for which costs have been expended by placing the cursor over the chosen Expense Type and **SINGLE CLICK**.



ENTER Project for Line Item

Place cursor in the yellow box under “Project” and **double click**.

[Print this Expense Report](#)

Save Delete Comments

Document #	Date of Report	Emp #	Name	Status	Approver
0000200009	2/9/2007	21104	Jeff Olszewski	In Process	22489 Sheryl Moody

Type	Adv.Used/Advance/Repay Amt	Trip/Expense ID	Description
Expense Report	0.00	Winter 07	Trip to California

Emp. Advance Bal.	Employee Paid	Company Paid	Grand Total	Reimbursement Amt
0.00	0.00	0.00	0.00	0.00

Add a Line Express Entry Save Line Items

Delete	ExpType	Project	Acct	Final Report	Date	Pay Method	Description	Units	Rate	Emp Amt
1 <input type="checkbox"/>	AIR		100000000	<input checked="" type="checkbox"/>	2/9/2007	Employee Paid	Airfare Exp	0.00	0.0000	0.00

ENTER Project for Line Item

A pop-up box will appear with Projects you are assigned to. Choose the project for which the expense has been spent by placing the cursor over the chosen project and **single click**. (Note: The project number and school name corresponds to the institutional visit which you served as an evaluator. Only the institutions you visited will be listed here).

Project	Description	Customer ID	Customer Name
0000000000	Template Project		
10185W071NP		10185	Gibbs College
10193W071NG		10193	Lincoln University
10216W071NP	Everest College	10216	Everest Institute
10273W071NG	Jones College- West	10273	Jones College
10273W072NG	Jones College	10273	Jones College
10424W071NG	Virginia College	10424	Virginia College
10427W071NP	Indiana Business College-Med	10427	Indiana Business College Medic
10469W071LV	Duluth Business University	10469	Duluth Business University
10484W071NG	West Virginia Business College	10484	West Virginia Business College

Click on a row to select an entry Total Number of Records: 95
Records 1 - 10 displayed

<< < 10 pages < 5 pages < 1 page 1 page > 5 pages > 10 pages > >>

Project contains

Description begins with

Sort By Ascending Descending

ENTER Task for Line Item

You will be returned to your expense report. Notice that the project and several other fields are now filled in.

Place cursor in the **yellow** box under “Task” and **DOUBLE** click.

[Print this Expense Report](#)

Save Delete Comments

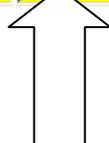
Document #	Date of Report	Emp #	Name	Status	Approver
0000200009	2/9/2007	21104	Jeff Olszewski	In Process	22489 Sheryl Moody

Type	Adv.Used/Advance/Repay Amt	Trip/Expense ID	Description
Expense Report	0.00	Winter 07	Trip to California

Emp. Advance Bal.	Employee Paid	Company Paid	Grand Total	Reimbursement Amt
0.00	0.00	0.00	0.00	0.00

Add a Line Express Entry Save Line Items

Delete	ExpType	Project	Task	SubAcct	Final Report	Date	Pay Method	Description	Units	Rate	Emp Amt
1 <input type="checkbox"/>	AIR	10185W071		071110185	<input checked="" type="checkbox"/>	2/9/2007	Employee Paid	Airfare Exp	0.00	0.0000	0.00



ENTER Task for Line Item

When you have entered a task for a line item you will be returned to your expense report. Notice that the project and several other fields are now filled in.

Place cursor in the **yellow** box under “Task” and **single click**.

Ignore and skip the following fields:

- Sub-account
- Pay method

Check Final Report Box (Only if this is the final expense report for this Visit, click the Final Report box field. This will only affect the visit (project) that you are reporting on this line)

This field is used to determine if all the expense reports are submitted for a Visit. If a team member does not submit a Final Expense report within 30 days of the end of the visit, he/she and the Visit Coordinator will receive an email notifying them that they are late. **(Note: once you have submitted a final expense for a visit, you cannot submit future expenses for this visit).**

Document #	Date of Report	Emp #	Name	Status	Approver
0000200009	2/9/2007	21104	Jeff Olszewski	In Process	22489 Sheryl Moody
Type	Adv.Used/Advance/Repay Amt	Trip/Expense ID	Description		
Expense Report	0.00	Winter 07	Trip to California		
Emp. Advance Bal.	Employee Paid	Company Paid	Grand Total	Reimbursement Amt	
0.00	0.00	0.00	0.00	0.00	

Add a Line Express Entry Save Line Items

Delete	ExpType	Project	Task	SubAcct	Final Report	late	Pay Method	Description	Units	Rate	Emp Am
1 <input type="checkbox"/>	AIR	10185W071	ST	071110185	<input checked="" type="checkbox"/>	<input type="checkbox"/>	d	Airfare Exp	0.00	0.0000	0.00

Complete the Line Items

Complete the line item by

- 1.) Modifying *Description*, if necessary
- 2.) Confirming or Changing the *Date* of the expense (this should be the last day of the visit).
- 3.) Entering *Units* if required (see Rules for Expense Reports in Appendix A)
- 4.) Entering *Rate* or *Amount*
- 5.) CLICKING on the box labeled “*Save Line Items*”.

Document #	Date of Report	Emp #	Name	Status	Approver
0000200009	2/9/2007	21104	Jeff Olszewski	In Process	22489 Sheryl Moody
Type	Adv.Used/Advance/Repay Amt	Trip/Expense ID	Description		
Expense Report	0.00	Winter 07	Trip to California		
Emp. Advance Bal.	Employee Paid	Company Paid	Grand Total	Reimbursement Amt	
0.00	0.00	0.00	0.00	0.00	

Delete	ExpType	Project	Task	SubAcct	Final Report	Date	Pay Method	Description	Units	Rate	Emp Amt
1 <input type="checkbox"/>	AIR	10185W071	ST1	071110185	<input checked="" type="checkbox"/>	CLICK	Paid	Airfare Exp	0.00	0.0000	0.00

Note: ACICS rules for expense reports require you enter units to represent the number of nights stayed in hotels (See Appendix A).

Enter the next expense line item by repeating this procedure from the “Enter Expense Type for Line Item” section above.

Complete the Expense Report and mail a hard copy with receipts to ACICS

Once you have finished inputting your expenses and have saved your report, you are ready to print out a hard copy and forward it to ACICS for payment. To print the hard copy, CLICK on the *Print this Expense Report* hyper link. This will create a printable version of your expense report which you can print to your local printer. After printing the expense report, sign it and attach your receipts. Mail the hard copy report to ACICS accounting department at this address:

ACICS

Attn: Kris Singh

750 First Street, NE, Suite 980

Washington, DC 20002

Date	Expense Type / Description	GL Acct/Empl ID GL Subacct	Project/Task	Payment Method	Units	Rate	Emp Amt
4/6/2007	AIR / Airfare Exp Airfare Exp	2202/ACICS 000000000	Test Winter Visit 1/Staff 00000-F-07-1-NG/STF	Employee Paid	0.00	450.00	450.00
4/6/2007	HTL / Hotel Expense Hotel Expense	2204/ACICS 000000000	Test Winter Visit 1/Staff 00000-F-07-1-NG/STF	Employee Paid	3.00	150.00	450.00
4/6/2007	MLS / Meal Expense Meal Expense	2205/ACICS 000000000	Test Winter Visit 1/Staff 00000-F-07-1-NG/STF	Employee Paid	0.00	145.00	145.00
Total Employee Amount							1,045.00
Total Company Amount							0.00

To send the finished expense report **CLICK on the arrow next to the words “In Process” under the Status box and then select “Completed”**.

[Print this Expense Report](#)

Save Delete Comments

Document #	Date of Report	Emp #	Name	Status	Approver
0000200015	12/17/2006	MOORE	Kimberlee Moore	Completed	PATTERSON Rick Patterson

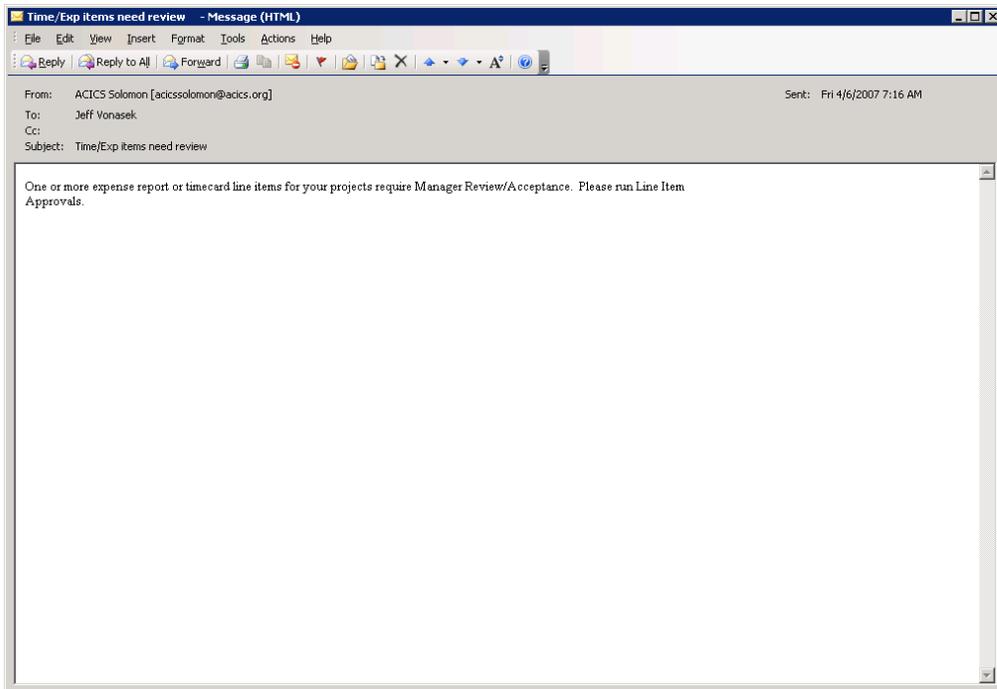
Type	Adv.Used/Advance/Repay Amt	Trip/Expense ID	Final (Yes or No)
Expense Report	0.00		

Emp. Advance Bal.	Employee Paid	Company Paid	Grand Total	Reimbursement Amt
0.00	0.00	0.00	0.00	0.00

Add a Line Express Entry Save Line Items

Delete	ExpType	Project	Task	SubAcct	Billable	Date	Pay Method	Description	Units	Rate	Emp Amt	Co Ai
<input type="checkbox"/>	AJR	10528W0811	CH	071110528	<input checked="" type="checkbox"/>	12/17/2006	Employee Paid	Unrealized Airfare Exp	0.00	0.0000	0.00	0.00

After selecting **“Completed”** status, **CLICK on the “SAVE” box**. This action will move the Completed expense report to the “Completed” Expense Report List in the left hand margin of the Expense Report screen. This action will prompt the project manager, of the projects you are posting expenses to, to approve the expense report line items. The project manager is notified via email. **Expense reimbursement requests are not processed until ACICS accounting receives the original receipts, entry into the Business Portal does not initiate the review process.**



During the visit cycle, you can check the status of your expense reports by logging into the business portal. By selecting *Expense Reports*, you will see the status window on the left side of the screen.

Home **Expense Reports** Visit Projects Site Settings

Tuesday, April 24, 2007

Expense Reports

Expense Report List

Expense Report New Express

In Process

Document#	Date	Amount
None		

Rejected

Completed

***Approved/Posted**

Expense Report Detail

Please select an expense report.

Status of Expense reports

By left clicking on the of the status categories, you can expand the section and see where your expense report is in the approval process.

Appendix A

Rules for Expense Report Entry in Business Portal

1. Expense Report Date should be the date you submit the expense report
2. Line item date should be the last day of the visit
3. Expense Report Units Requirement
 - a. AIR (Air Fare) – Amount only
 - b. HON (Honorarium)– Units (number of reports) and Amount
 - c. HTL (Hotel) – Units (number of nights stayed) and Amount
 - d. MIL (Mileage) – Units (miles) and Amount
 - e. MLS (Meals) – Amount only – do not break out tips
 - f. ODC (Other Direct Costs) – Amount only
 - g. RTC(Rental Car/Gas) – Units (number of days) and Amount
 - h. TRN (Train) – Amount only
 - i. TRV (Other Travel/Parking/Tips)– Amount only
 - j. TXI (Taxis) – Amount only

Appendix B

VOLUNTEER EVALUATOR REIMBURSEMENT INFORMATION

ACICS GUIDELINES FOR TRAVEL REIMBURSEMENT

Each person is expected to exercise the same caution and care for incurring expenses while traveling for ACICS activities that a prudent person exercises when traveling on personal business. The institutions we accredit pay for the expenses related to evaluation visits and may review the expenditures and reimbursement requests made by our staff and volunteer evaluators. Additionally, ACICS needs to ensure that expenditures being reimbursed are reasonable and justifiable to meet IRS regulations and recommendations from our auditor.

- Travel expenses must be itemized and submitted on the ACICS Business Portal for Travel Reimbursement found on the ACICS website at the following <http://www.acics.org/accreditation/e-expense.asp>
- All 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.*

The following are valid business travel expenses and will be reimbursed by ACICS if the documentation identified below is provided:

I. Transportation:

Team members are responsible for making their own transportation arrangements. Please do not schedule return transportation that would require you to leave the premises of the institution being visited before 5:00 p.m. on the last day of the visit unless advised otherwise. The Council provides travel/accident insurance for evaluators.

Air Transportation

- A. Coach/economy class fares will be reimbursed. Advance purchase (more than 7 days before date of departure) and discounted fares should be used whenever possible.
- B. Advance approval must be given by the ACICS staff member coordinating the visit for tickets costing more than \$1000.
- C. A copy of the travel itinerary with total cost paid (holds or quotes are unacceptable), departure and destination, dates of travel, and rate class is required for reimbursement.
- D. Passenger receipts without the above information are not acceptable documentation for reimbursement.
- E. Travel agent invoices for airline tickets are not acceptable documentation.

- F. Travel agent fees will be reimbursed up to \$35 per trip.

Personal Auto Use

- A. If personal or rental auto is used for travel from home base (i.e., personal residence or place of employment) to a visit site and back, total reimbursement for the trip is limited to the amount of the cost of roundtrip coach class airfare purchased more than 7 days prior to departure.
- B. If you choose to drive from your home base to the visit location, include a printout of airline “quotes” from travel services such as Travelocity, Expedia, or Orbitz documenting what round trip coach class airfare purchased more than 7 days prior to departure would cost for travel from your home base to the visit site.
- C. If a personal automobile is used to travel to and from a visit, mileage reimbursement is at the current government rate. A “map it” mileage printout from Map Quest, AAA, etc. with home base starting address and visit ending address must accompany the request for mileage reimbursement.
- D. In-transit meals or hotel accommodations will be reimbursed during use of personal automobile to or from a visit if receipts are provided; however, the total reimbursement for mileage and other travel expenditures for the trip are limited to the equivalent of the cost of roundtrip airfare as defined in A., above.
- E. Travel by car from home to airport must be supported with a “map it” mileage printout with home base starting address and airport ending addresses.

Rental Cars

- A. Rental car expenses will not be reimbursed unless approved in advance by the ACICS staff member coordinating for the visit.
- B. Receipts should show date/time out, miles traveled, gas option, date/time of return and total cost paid.
- C. The Council does not reimburse for the loss damage waiver of a rental vehicle.
- D. If you are asked to rent a car by an ACICS accreditation coordinator, agree to do so, and wish to rent it so the Council insurance coverage rather than your personal coverage applies, keep in mind that the Council has coverage for both Liability and Physical Damage for rented vehicles. You should complete the rental agreement with Your Name, c/o Accrediting Council for Independent Colleges & Schools, 750 First Street, NE, #980, Washington, DC 20002. This is needed to tie the company into the contract for coverage. If there is a loss or claim, it would be reported directly to the Hartford, under policy number 42SBANK8991, Hartford's direct reporting number is 1-800-327-3636. Otherwise, all insurance and liability coverage will be the renter’s responsibility.
- E. The “bring it back full” gas option should be chosen upon signing a rental agreement.

Commercial Ground Transit

- A. Taxi, commuter bus and mass transit system fares that take you between the airport, station or your hotel and the work location of an ACICS institution will be reimbursed.
- B. Airport or hotel shuttles are to be used whenever possible.

- C. Receipts are required with the following information:
1. Date of travel
 2. Name of transporter (cab company, rail line, etc.)
 3. Departure and arrival locations
 4. Names of people riding, if more than one

Train travel to and from a visit requires the same documentation as commercial airfare. Business class is acceptable when less expensive than coach airfare.

II. Lodging:

Normally, hotel reservations will be made by the ACICS accreditation coordinator, but **payment is the responsibility of each team member.** (*Staff will not pay for the hotel/ lodging costs of team members. Please do not ask them to do so.*) For convenience, all team members will stay at the same hotel. The accreditation coordinator will notify team members of the name, address, and phone number of the hotel as well as the confirmation number for their reservations.

- A. Expenses for spouses, relatives or guests' hotel accommodations or room service meals are not reimbursed. All reimbursements for hotel rooms will be at the single rate.
- B. Changes made to hotel reservations by a team member may create a rate change. Any rate increases due to changes made will be the responsibility of the team member.
- C. Reasonable personal long distance telephone calls home, related to arrival and departure plans, are authorized. Receipts are required (may be on hotel bill). Personal cell phone use is encouraged.
- D. A daily Internet connection charged to the hotel bill will be reimbursed.
- E. Reasonable valet and laundry service is authorized on extended visits consisting of more than four visit days. Receipts are required (may be on hotel bill).
- F. In-room movie expenses will not be reimbursed.
- G. In-room "honor" bars/boxes/refreshments will not be reimbursed.

III. Meals and Beverages

- A. A credit card "total only" receipt is not acceptable documentation. For reimbursement documentation, printed receipts should include:
 1. The name and location of the restaurant
 2. The names of people served
 3. The food/beverages ordered
 4. The date and amount of the expense
- B. Meals charged to hotel bills must be reasonable and documented with a receipt showing:
 1. The name and location of the restaurant
 2. The names of people served
 3. The food/beverages ordered
 4. The date and amount of the expense
- C. Reimbursement for meals/food/beverages normally begins after departure from the home base and continues until return to the home base. Therefore,

reimbursement for meals/ food/beverages purchased (at airports or in transit to or from the airport) before departures from or after return to your airport of departure is not normally provided. However, reimbursement will be given for meals/food/beverages purchased before departures from an airport if there is a delay in departure time or the flight is longer than three hours and for meals/food/beverages purchased after return if an unusually late arrival is involved. A written explanation should accompany requests for such reimbursements.

- D. Lavish or extravagant meals – Each visit is unique; lavish and extravagant meals should be avoided. ACICS staff has been advised that perception by others is important when choosing restaurants.
- 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. More than two alcoholic beverages per person may be perceived as lavish.
 - 3. Avoid purchasing pitchers of beer or bottles of wine.
 - 4. Prior to operating motor vehicles, abstain from consuming alcohol.

IV. Preparing Team Reports: No expenses will be honored for the costs of producing, duplicating, or preparing team reports or for phoning team members before or after the visit.

V. Miscellaneous: Reimbursement will not be made for prescription or over-the-counter drugs, souvenirs, clothing, books, magazines/newspapers, bar bills, or non-Council related travel.

VI. Honorariums:

- A. An honorarium of \$300 per actual visit day is paid to the chair of the evaluation team. The honorarium covers all telephone calls, mailing expenses, etc., incurred by the chair for team coordination and report preparation. Separate reimbursement will not be provided for these items.
- B. An honorarium of \$150 per actual visit day is paid to evaluators from outside ACICS-accredited institutions for participating as a team member.
- C. An honorarium of \$150 per actual visit day is paid to evaluators who serve as subject specialists. This honorarium applies to evaluators from inside and outside ACICS-accredited institutions.
- D. Honorariums are given for writing individual reports as a subject specialist. List each program area for which you prepared a report for honorarium requests.
- E. An evening school visit, when coupled with a one- or two-day visit, does not qualify an evaluator for an additional day's honorarium. Honoraria are based on the number of full days scheduled for the visit. Each honorarium is intended to cover travel time, time on the premises, and time involved in preparing the formal report to the Council.

- F. Payment for honoraria and reimbursement of expenses will be paid by the Council upon completion of the visit and receipt of reimbursement request forms with receipts documenting expenses incurred. All requests for reimbursement are to be sent to the Council office in Washington, D.C., not to the institution visited. *Payment should normally be sent within 15 business days of the date the request form is received in the ACICS office*, assuming the request is for only approved expenses and appropriate documentation/receipts are included.
- G. Evaluators are protected from individual lawsuits through the Council professional liability insurance coverage.

**Expense forms must be submitted within 60 days of completion of the activity.
Requests for reimbursement received after 60 days will not be honored.**

Thanks much for your work as an evaluator.

Revised January 2006