



ACICS EVALUATOR REIMBURSEMENT DOs AND DON'Ts

To access our reimbursement tool:

- ✓ Go to our website at www.acics.org and click on the Login at the top of the home page
- ✓ Enter your username and password and select the Link to Concur from the menu selections on the left

New evaluators establish their own unique username and password during the registration process.

For assistance accessing Concur, contact your coordinator. For issues once logged into Concur, contact Piere Martin-Williams at pwilliams@acics.org.

For FOREIGN CURRENCY transactions, please include the exchange rate used to convert to US dollars

Original Receipts should be taped to letter size paper and mailed to— ACCOUNTS PAYABLE - ACICS - 750 First St NE - Suite 980— Washington DC 20002

Revised Dec 2009.sbg

The following expenses will *NOT* be reimbursed under any circumstances:

Prescription or over-the counter drugs
Souvenirs
Clothing
Books, magazines / newspapers
Any non-council related travel

HONORARIUM

Current honorarium rates were effective June, 2009

The Council recognizes the value of volunteer service and shows its appreciation to its evaluation team members by granting an honorarium. Evaluators should include their honorarium within sixty (60) days of the visit date. Honorariums submitted later than sixty (60) days require special review and are not guaranteed reimbursement. To assist in the review, late submissions should include a statement providing an explanation.

- ✓ Chairs = \$350 per visit day
- ✓ Non-chairs = \$250 per visit day

NOTE: Honorarium's will only be paid for full visit days scheduled. An evening school visit, when coupled with a 1 or 2 day visit, does NOT qualify as an additional day's honorarium.

AIRFARE

DO SUBMIT EXPENSES FOR:

- ✓ Coach / Economy class fares
Advance purchase (more than 7 days before date of departure) & discounted fares should be used whenever possible.
- ✓ Tickets in excess of \$1,000 MUST be pre-approved by your ACICS staff representative prior to purchase.

Quotes or holds or travel agent invoices are UNACCEPTABLE documentation for reimbursement.

ALCOHOL

DO SUBMIT EXPENSES FOR:

- ✓ Alcohol served during a meal & detailed on receipt
- ✓ Alcohol consumed in a bar area while waiting to be seated for dinner will be considered served at a meal
- ✓ Maximum of 2 alcoholic beverages per meal

DON'T SUBMIT EXPENSES FOR:

- ✓ Alcohol NOT served at a meal or NOT detailed on a meal receipt
- ✓ Alcoholic beverages served for group consumption, such as pitchers of beer or bottles of wine are not reimbursable

ALWAYS avoid consuming alcohol prior to operating a motor vehicle:

AUTO – PERSONAL USE

DO SUBMIT EXPENSES FOR:

- ✓ Driving from home to site visit
Limited to the amount of the cost of roundtrip coach class airfare purchased more than 7 days in advance

Reimbursement MUST include a printout of airline "quotes" from travel service such as Travelocity, Expedia, or Orbitz documenting what round trip coach class airfare purchased more than 7 days in advance would cost for travel from your home base to visit site.

Mileage 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..
- ✓ Driving to Airport

MUST be supported with a “map it” mileage printout with home base starting address and airport ending address. Reimbursable only to evaluators flying to site visits.

AUTO RENTAL

DO SUBMIT EXPENSES FOR:

- ✓ Auto Rental's pre-approved by an ACICS Staff Representative

Complete the rental agreement as follows:

Your name, c/o Accrediting council for Independent Colleges & Schools – 750 First St, NE, Suite 980, Washington DC 20002

Following your signature add: “for ACICS business”

*Loss or claims will be filed under **Hartford Policy #42BANK8991.***

*Hartford's direct reporting number is **1-800-327-3636***

***ALWAYS** select the “bring it back full” gas option*

*Receipts must have **date / time out, miles traveled, gas option, data / time returned, and total paid***

DON'T SUBMIT EXPENSES FOR:

- Unapproved auto rentals
- Loss damage waivers

GROUND TRANSPORTATION:

DO SUBMIT EXPENSES FOR:

- ✓ Taxi, commuter bus, mass transit system fares between airport and station or hotel or work location,
Airport or hotel shuttles are preferred
*Receipts MUST include **date of travel, name of transporter, departure and arrival locations, name or person(s) riding (if more than one)***

DON'T SUBMIT EXPENSES FOR:

- ✓ Limousines and luxury sedans

HOTEL

NOTE: Reservations are usually made by your ACICS staff member, but payment is the responsibility of each team member

DO SUBMIT EXPENSES FOR:

- ✓ Single Rates
- ✓ Accommodations for the dates of the visit & the travel date immediately before the visit
- ✓ Reasonable personal long distance telephone calls home, related to arrival & departure plans
- ✓ Daily internet connection charges (charge should appear on hotel bill)
- ✓ Reasonable valet & laundry service on visits greater than 4 visit days (receipts are required & may be on hotel bill)
- ✓ In-transit hotel stays will be reimbursed during use of personal automobile to or from a visit if receipts are provided (see PERSONAL AUTO USE section for more detail)

DON'T SUBMIT EXPENSES FOR:

- ✓ Double occupancy rates, expenses for spouses, relatives or guests
- ✓ Rate increase due to changes made by an evaluator and NOT pre-approved by an ACICS staff representative. (All un-approved expenses will be reimbursed at the rate negotiated by the ACICS staff representative)
- ✓ Extra unapproved hotel stays before or after a visit
- ✓ In room movies
- ✓ Dry cleaning / laundry during visits less than 4 days, or dated before or after a visit date
- ✓ In room “honor” bars / boxes refreshments

MEALS

DO SUBMIT EXPENSES FOR:

- ✓ Reimbursement documentation with the following:
 - Name of restaurant

- Names of people served
- Food/beverages ordered
- Date & amount of expense
- ✓ Reasonable meals charged to hotel bills. Documentation MUST include same information listed above
- ✓ In-transit meals acquired during use of personal automobile to or from a visit if receipts are provided (see PERSONAL AUTO USE section for more detail)
- ✓ Meals at airports prior to departure IF there is a delay in departure time or flight is longer than 3 hrs (receipt MUST include an explanation)
- ✓ Meals at airports after return flight IF arrival is unusually late (receipt MUST include an explanation)

DON'T SUBMIT EXPENSES FOR:

- ✓ Credit card “total only” receipts – This is NOT acceptable documentation:
- ✓ Before or after flight /trip meals
- ✓ Spouse / companion meals
- ✓ Lavish or extravagant meals

PRINTING

Effective Jan, 2010 ACICS will reimburse evaluators up to \$25 to cover expenses associated with printing team visit material submitted electronically or via CD. Identify this expense as “Printing Cost” – no receipt is required..

TIPS

Cash tips, excluding taxi and meal tips, are capped at \$20 per visit and do not require substantiation. When submitting for reimbursement identify as “Cash Tips”.

TRAIN

Requires same documentation as air.