

POLICY ON REIMBURSEMENT FOR OUT-OF-POCKET EXPENSES FOR SITE VISITOR/COMMISSIONER VISITS TO PROGRAMS FOR EITHER CANDIDACY OR REAFFIRMATION PURPOSES

It is the policy of the Commission on Accreditation that:

- Programs are to provide prepaid airline tickets to site/commission visitors.
- Programs should consult with the site/commission visitors about the most convenient airline carrier and flight times.
- Programs should inform site/commission visitors about transportation from the airport to the hotel and campus.
- Programs should house site/commission visitors in hotels, not in dormitories or other campus housing.
- Programs should arrange for hotels to bill the program for site/commission visitors' expenses minus personal expenses.
- Hotel accommodations should be arranged so that site/commission visitors have a place to work on the site visit report.
- Ground transportation and meals not taken at the hotel are likely to be out-of-pocket expenses and programs should inform site/commission visitors how reimbursement for these will be managed.