Evaluators are expected to exercise prudence in incurring expenses while traveling for ACICS activities. 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 evaluators. Moreover, ACICS needs to ensure that expenditures being reimbursed are reasonable and justifiable to meet IRS regulations (accountable plan) and recommendations from our auditor.

Travel expenses must be itemized and submitted using the Concur expense reimbursement tool. Concur is accessed by logging on to ACICS and clicking Link to Concur.

All expenditures must be supported by original receipts attached to 8½ x 11 sheets of paper with tape. Please send them to ACICS, 1350 Eye Street, NW, Suite 560, Washington, DC 20005. Provide as much detail as possible on the nature and reason for the expenditures. Failure to adequately document expenses will void ACICS’ reimbursement responsibilities.

ACICS will reimburse the following valid business travel expenses if the documentation identified below is provided:

A. Transportation
   Team members are responsible for making their own travel arrangements. Unless advised otherwise, please do not schedule return travel that would require you to leave the visit site before 5:00 p.m. on the last day of the visit. The Council provides travel/accident insurance for evaluators.

   1. Air
      a. Coach/economy class fares will be covered by ACICS when purchased through Concur using the ACICS American Express account. Airfare should be purchased in advance (more than a week prior to departure) whenever possible.
      b. The ACICS staff coordinator must approve in advance tickets costing more than $1,000.
      c. A copy of the travel itinerary with total paid (holds or quotes are unacceptable), departure and destination, dates of travel, and rate class is required for reimbursement.
      d. Passenger receipts without this information are not acceptable for reimbursement, nor are travel agent invoices for airline tickets.

   2. Train
      Train travel requires the same documentation as airfare. Business class is acceptable when less expensive than coach airfare. (Note: If the total cost is $500.00 or less, an airline comparison is not required.)

   3. Personal Auto
a. If using a personal auto to travel to and from the visit site, total reimbursement is limited to the cost of round-trip coach airfare purchased more than a week prior to departure.

b. Include a printout of airline quotes from travel services, such as Travelocity, Expedia, or Orbitz, documenting the cost of round-trip coach airfare purchased more than a week prior to departure for travel from your home to the visit site. (Note: If the total round-trip drive is 400 miles or less, an airline comparison is not required.)

c. Mileage reimbursement is at the current government rate. A mileage printout (from Google or MapQuest) with starting address (home) and ending address (visit site) must accompany the request for mileage reimbursement.

d. In-transit meals or hotel accommodations will be reimbursed if receipts are provided; however, the total reimbursement for mileage and other travel expenditures for the trip is limited to the cost of round-trip airfare as defined above.

4. Rental Cars
   a. Rental car expenses will not be reimbursed unless approved in advance by the ACICS staff coordinator. Preferred rental car agency is Avis (use discount #D375300).
   b. Receipts should show date/time out, miles traveled, date/time of return and total paid.
   c. The Council does not reimburse for insurance coverage of a rental vehicle.
   d. Select the option requiring you to return the car with a full tank of gas.
   e. The Council has liability and physical damage coverage for rented vehicles. Complete the rental agreement with your name, c/o ACICS, 1350 Eye Street, NW, #560, Washington, DC 20005 to tie ACICS into the contract for coverage. Any loss or claim should be reported directly to the Hartford: policy number 42SBANK8991. The direct reporting number is 1-866-467-8730, and the email address is agency.services@thehartford.com

5. Commercial Ground Transit
   a. The cost will be reimbursed for Uber, Lyft, taxi, commuter bus, and/or mass transit used to take you to and from the airport, station, hotel, and the visit site.
   b. Airport or hotel shuttles should 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

B. Lodging
The ACICS staff coordinator will normally make hotel reservations, but each team member is responsible for payment. Staff will not pay for team members’ hotel unless asked to do so. Regardless of whose credit card is used for the hotel, all incidentals are the responsibility of the evaluator and are reimbursable pursuant to the allowed expenses in these guidelines.

For convenience, all team members will stay at the same hotel. The staff coordinator will notify team members of the name, address, and phone number of the hotel as well as the confirmation
number for their reservations. Should evaluators be unable to make reasonable flight arrangements on the last day of the visit, the staff coordinator’s approval will be needed in order to submit for an additional night’s stay.

1. Expenses are NOT reimbursed for spouse, relative, or guest hotel accommodations or room service meals. All reimbursements for hotel rooms will be at the single occupancy rate.
2. Changes a team member makes to hotel reservations may create a rate change. Any rate increases due to changes made will be the responsibility of the team member.
3. A daily internet connection charged to the hotel bill will be reimbursed.
4. Reasonable laundry service is authorized on visits of four or more days. Receipts are required.
5. In-room movie expenses will NOT be reimbursed.
6. In-room bar/box/refreshment expenses will NOT be reimbursed.

C. Meals and Beverages
1. A credit card receipt showing the total charge only is NOT acceptable supporting documentation for an expense. For reimbursement, printed receipts should include:
   a. The name and location of the restaurant
   b. The names of people served
   c. The food/beverages ordered
   d. The date and amount of the expense

NOTE: Increasingly, tips are automatically added to meal receipts. They may also be referred to as a service charge or delivery charge for in-room dining. Additional tipping will NOT be reimbursed by ACICS, nor will tipping in excess of 20 percent.

2. Meals charged to hotel bills must be reasonable and documented with a receipt showing:
   a. The name and location of the restaurant
   b. The names of people served
   c. The food/beverages ordered
   d. The date and amount of the expense
3. Reimbursement for meals/food/beverages begins after departing home and continues until returning home, so such expenses before departure from or after return to your airport are normally excluded. However, reimbursement for such expenses will be provided if there is a delay in departure time, if the flight is longer than three hours, or if there is an unusually late arrival time. A written explanation should accompany requests for such reimbursement.
4. A receipt, if not available, is not necessary for meal and beverage purchases under $10. However, an explanation for the expense must include the purpose, amount, and date.
5. Each visit is unique. Lavish and extravagant meals should be avoided. ACICS staff have been advised that perception by others is important when choosing restaurants.
6. Alcohol: discretion should be used; perception by others is important.
   a. Reimbursement will not be made for alcohol consumed other than that served with dinner 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.
b. There is a maximum of two alcoholic beverages per person per dinner.
c. Alcoholic beverages served for group consumption, e.g., pitchers of beer or bottles of wine, are not allowed.
d. Abstain from consuming alcohol prior to operating motor vehicles.

D. Preparing Team Reports: A maximum of $25.00 will be honored for the costs of producing, duplicating, or preparing team reports or for phoning team members before or after the visit. Receipts are not necessary for this expense.

E. 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.

TIPS – The maximum amount of cash tips related to housekeeping, baggage, and concierge services is $20.00 per visit. This does not include tips for car/cab service and meals. Any excessive tipping related to these and other services will be reviewed for approval. Tips should be listed with amount and purpose in the explanation field.

F. Honoraria
   1. The chair of the evaluation team is paid an honorarium of $350 per visit day. This covers all expenses the chair incurs for team coordination and report preparation, for which separate reimbursement will not be provided.
   2. Evaluators participating as a team member are paid an honorarium of $250 per visit day.
   3. 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.
   4. Honoraria will be paid by the Council upon completion of the visit and receipt of reimbursement request forms with expenses incurred. Reimbursement requests should be sent to the Council office in Washington, DC, not to the institution visited.

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

Thank you for your work as an evaluator.