



## **WASC Reimbursement Policy Visiting Committee Chair Guidelines**

**Per the WASC reimbursement policy, it is the responsibility of visited schools to reimburse Visiting Team members directly for costs associated with full self-study visits: transportation, lodging, food, and other materials not directly provided or paid for by the visited school.** WASC no longer sends invoices to schools for Visiting Team fees. The new reimbursement policy applies to full self-study visits (including the one-day chair previsit) in California only; it does not apply to other WASC visit types or locations. The following guidelines are provided to help WASC Visiting Committee chairs understand and effectively make visit arrangements under the new WASC reimbursement policy.

### **Reimbursement Guidelines**

#### **Previsit Instructions and Guidelines**

Previsits are required and should be conducted five to six months prior to the full visit, ideally in the fall for spring visits. The following reimbursement issues should be addressed prior to the visit:

1. Determine the reimbursement process and schedule. We are hopeful that schools can reimburse WASC team members directly without the need for any type of consulting agreement or consultant contract forms (1099 forms). Both Sue Burr, Executive Director and former CFO of California County Superintendents Educational Services Association (CCSESA) and Ron Bennett, President and CEO of School Services of California have opined that independent contractor/consultant agreements are unnecessary for educators engaged in WASC visits, where only reimbursements of actual costs associated with visits are involved. Engage the school or district business manager, if needed, in the conversation about timely reimbursements. Schools could look into using Associated Student Body (ASB) or other locally controlled accounts to cover the accreditation visit costs. The reimbursement process can be streamlined by having schools prearrange and prepay hotel and food payments, leaving only transportation costs to be reimbursed. It is our expectation that team members will be reimbursed for any visit expenses within two weeks following the visit.
2. Identify appropriate hotel accommodations for team members and request that schools make the necessary reservations and prepay hotel costs for all team members. Schools are not expected to pay for personal incidental expenses: movie rentals, laundry services, valet parking, alcoholic beverages, etc.
3. Determine applicable local rates: school, district, or county mileage reimbursement rates, per diem allowances for meals, hotel regulations, etc.
4. Have team members precalculate transportation costs and make reimbursement requests prior to the visit.
5. Keep Visiting Team members apprised of all travel and reimbursement arrangements.

## **Post-Visit Instructions and Guidelines**

1. Keep copies of all reimbursement requests from Visiting Team members and advise team members to keep copies as well.
2. Inform the WASC office if reimbursement from a school is delayed or if there are other issues associated with visit.
3. It is expected that team members will be reimbursed for visit expenses no later than two weeks following the visit. Have the school contact Mr. Jess Whipple, WASC Business Manager, at [jwhipple@acswasc.org](mailto:jwhipple@acswasc.org) or (650) 696-1060, immediately if this will be a problem. WASC will make immediate payments to members who have not received reimbursement four weeks following the visit. WASC will then invoice the school for the costs of the visit plus a 15% additional administrative fee.