



ACS WASC Reimbursement Policy Member Guidelines

Per the ACS WASC reimbursement policy, it is the responsibility of visited schools to reimburse visiting committee 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. ACS WASC no longer sends invoices to schools for visiting team fees. The reimbursement policy applies to full self-study visits in California only; it does **not** apply to other ACS WASC visit types or locations. ACS WASC does not cover the cost of substitute teachers; this cost is borne by the member's school or school district.

Accommodations — Visiting team members should check with their visiting committee chair for the details regarding upcoming travel and hotel arrangements. We anticipate that most schools will make the necessary hotel reservations and pre-pay the hotel costs for the teams. Schools are not expected to pay for personal incidental expenses: movie rentals, laundry services, valet parking, alcoholic beverages, etc.

Meals — Meals will be provided and should be prearranged by the school and the visiting committee chair prior to the visit.

Transportation — Schools will reimburse visiting committee members for the mileage traveled in the course of the visit and reimbursement should be at the Standard Mileage Rate set by the Federal Government, currently set at 54.5 cents/mile for 2018. This amount is subject to change and the current amount can be found on the IRS website at www.irs.gov. Team members should pre-calculate their transportation costs and make reimbursement requests prior to the visit.

Visit Materials, Computers, Meeting Rooms, Supplies, etc. — Visiting committee materials associated with the visit (computers, paper supplies, reprographic services, pencils, markers, etc.) should be provided to the team by the visited school. Although many visiting committee members bring their own personal laptop computers, adequate computer equipment should be provided by the school if requested.

Post-Visit Member Guidelines

1. Keep copies of all reimbursement requests.
2. ACS WASC has encouraged schools to establish procedures with their districts or governing agencies that enables on-site reimbursement or guarantees a process that provides reimbursements to visiting committee members within three to five days following an ACS WASC visit. It is expected that visit members will be reimbursed for visit expenses no later than two weeks following the visit.
3. Contact Mr. Albert Chan, ACS WASC Business Department, at achan@acswasc.org or (650) 696-1060 if you have not received reimbursement after four weeks. ACS WASC will make immediate payments to members who have not received reimbursement four weeks following the visit.