

ACS WASC Reimbursement Policy Visiting Committee Chair 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 committee fees. The reimbursement policy applies to full self-study visits (including the one-day chair previsit) in California only; it does **not** apply to other ACS WASC visit types or locations. The following guidelines are provided to help ACS WASC visiting committee chairs understand and effectively make visit arrangements under the ACS 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. Schools can reimburse ACS WASC visit members directly without the need for any type of consulting agreement or consultant contract forms (1099 forms). Both the California County Superintendents Educational Services Association (CCSESA) and the School Services of California have opined that independent contractor/consultant agreements are unnecessary for educators engaged in ACS 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 visiting committee members pre-calculate transportation costs and make reimbursement requests prior to the visit.
5. Keep visiting committee members apprised of all travel and reimbursement arrangements.

Post-Visit Instructions and Guidelines

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