



ACS WASC Accreditation Visit Information

Schools reimburse ACS WASC visit members directly for expenses related to full self-study visits in California. ACS WASC chairs should contact the school well in advance of the visit to ensure that hotel reservations and other expenses are handled correctly and reimbursements are made on a timely basis. Please be aware of any applicable district and school policies and/or per diem amounts when submitting expenses for reimbursement.

It is expected that team members will be reimbursed for visit expenses no later than two weeks following the visit. If this is a problem, have the chair immediately contact Mr. Albert Chan, ACS WASC Business Department, at achan@acswasc.org or 650 696-1060. ACS WASC will make immediate payments to members who have not received reimbursement four weeks following the visit.

The school being visited will reimburse visiting committee members for:

Food and Lodging: The cost of meals and lodging while doing business for the Commission will be reimbursed.

Transportation: Mileage for the use of private vehicles will be reimbursed.
It is expected that ACS WASC team members who drive a personal vehicle for a ACS WASC visit have automobile insurance in compliance with state laws.

Rental Car: Any rental car reimbursement requires advance approval.

Receipts: Receipts should be attached for all claimed expenses.

Please also note:

Expenses not Reimbursable: Items on a hotel bill such as valet, laundry, movies, etc., may not be submitted for reimbursement. These items are considered personal expenses.

Travel Insurance: Insurance in the amount of \$250,000 is provided by ACS WASC for accidental death while on official business for ACS WASC. Travel commences when an individual leaves the residence or place of employment, whichever occurs first, and ends upon return to the residence or place of employment, whichever occurs first. This coverage eliminates reimbursement for individual travel insurance.

PLEASE CONTACT MR. ALBERT CHAN, ACS WASC BUSINESS DEPARTMENT, AT (650) 696-1060 OR achan@acswasc.org IF YOU HAVE ANY QUESTIONS.