

EXPENSES REIMBURSEMENT GUIDELINES AND ALLOWABLE EXPENSES

Team members are required to pay for their travel, meals, and lodging (when not paid for directly by the college), and request reimbursement from ACCJC.

All site visit expenses are ultimately paid for by the institution under review. Team members receive reimbursement for their expenses from ACCJC after we review the expense reports to ensure that costs are appropriate and comply with policies and guidelines. Site visit costs are then invoiced to the institution. Please follow the Expenses Reimbursement Guidelines and Allowable Expenses outlined below to ensure a quick and smooth reimbursement process.

- 1. NOTE: SUBMIT A SEPARATE FORM FOR EACH ACTIVITY AND/OR EACH INDIVIDUAL/INSTITUTION BEING REIMBURSED.**
- Expenses are reimbursed for the duration of the visit only, typically Sunday through Thursday.
- All expenses must be verified by **itemized paid receipts that clearly identify the items purchased**. For example, the restaurant receipt **AND** the credit card receipt, not just the credit card receipt (please see numbers 4 and 5 below.)
**Please note: The ACCJC does not pay per diems.*
- Moderate** meal expenses (*one breakfast, lunch, and/or dinner per day when traveling at those meal times*) will be reimbursed. Meal expenses will be reimbursed **only** with an **itemized restaurant receipt** that indicates items purchased. Credit card receipts alone do not allow us to confirm that all expenses being reimbursed are allowable and reasonable.
- Alcoholic beverages are not reimbursable**; please deduct these charges from your reimbursement request if they appear on your itemized restaurant receipts.
- Air travel will be reimbursed for **economy airfare**.
**Please note: Flight change fees, travelers insurance, travel booking fees, and upgrades to Southwest Business Select or other airlines' Economy Plus will not be reimbursed. ONE checked bag fee each way will be reimbursed.*
- When traveling by private automobile, mileage will be paid at \$0.67 per mile, providing total cost does not exceed economy airfare. Mileage rates are not paid for rental cars.
- Lodging will be reimbursed for reasonably priced, mid-range/standard accommodations.
- Incidentals (e.g., magazines, personal items, entertainment charges, and refreshments or snacks outside of meals times) are not reimbursable.
- Other expenses such as necessary flight upgrades, additional hotel nights, **car rental**, etc., must be approved in advance by ACCJC Staff; please contact Jared Spring at expenses@accjc.org.
- This expense report requesting reimbursement must be received within 30 days of the dates of the Commission activity in which you participated or expenses will not be reimbursed.** Please contact Jared Spring at expenses@accjc.org if you have any special concerns or questions.

Thank you!

ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES
EXPENSE REPORT – SUBMIT A SEPARATE FORM FOR EACH ACTIVITY AND/OR EACH
INDIVIDUAL/INSTITUTION BEING REIMBURSED

Please See Back of Form for Guidelines and Allowable Expenses

IMPORTANT: Submit Report Immediately

The ACCJC will reimburse expenses only for expense reports received within 30 days

MAKE PAYABLE TO: _____
(Please PRINT Legibly)

NAME: _____ PHONE NUMBER: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

DATE(S) OF ACTIVITY: _____ to _____

PURPOSE OF THIS (SINGLE) ACTIVITY: _____

LOCATION: _____

EXPENSES:

Personal auto: _____ miles @ _____ per mile as of January 1, 2024 . . \$ _____
(If choosing to drive over flying the total cost should not exceed cost of economy airfare)

Economy airfare *(Flight change fees, travelers insurance, travel booking fees and upgrades to Southwest Business Select or other airlines' Economy Plus are excluded; ONE checked bag), rail, or bus* \$ _____

Ground: Taxi, airport parking/shuttles, hotel parking, *(valet parking excluded)* & bridge tolls \$ _____

Lodging: *(including self-parking (valet excluded), taxes and fees)* Number of nights: _____ \$ _____
Rate per night: _____

Meals: Number of Meals: _____ Meal expenses *(including tips):* _____ \$ _____

Gratuities: (e.g., housekeeping, shuttle/taxi drivers) \$ _____

Other expenses, list details: _____ \$ _____

TOTAL EXPENSES: *(Please attach all ITEMIZED receipts – see guideline #3)* \$ _____

SIGNATURE: _____ DATE: _____

**Please complete and sign the form, attach all receipts and SUBMIT
IMMEDIATELY by email to expenses@accjc.org.**