

**NACCAS Travel Expense Policy for Evaluators
June 2012**

This is a summary of our policy for typical travel expenses that are reimbursed for evaluators. If you have any questions regarding the policy or reimbursement procedures, please contact Cynthia McKoy at (703) 600-7600 x149, Tina Waltower at x146, or Len Grus at x132.

All expense reports must be signed and submitted with receipts by U.S. mail to the NACCAS finance department within 7 days after the trip. For your convenience, our expense report form is set up as a Microsoft Excel file that you can download under Evaluator Documents at www.naccas.org. This form contains formulas in each column and row to automatically calculate your daily and grand totals. We strongly encourage you to use this version of the expense report, because it saves time and helps you to avoid math errors. We also recommend that you save an electronic copy of each expense report on your computer for future reference.

Our policy is to pay reimbursement within 14 days after the report is received in the finance department, either by check or direct deposit (if the evaluator has requested this method of payment.) All reimbursements over \$5,000 will be made via check only. The direct deposit enrollment form is available on our website under Evaluator Documents.

Mileage:

Mileage for evaluators is paid at the IRS standard business mileage rate that was in effect during the trip (\$0.555 is the current rate as of June 2012). See www.irs.gov for updates. Mileage for evaluators is based on the actual distance. Typically this would be travel between home and local airport. Verification of the distance from a website such as www.mapquest.com must be attached to the expense report.

Please note: NACCAS staff members or team leaders are responsible for transportation of their teams from hotel to the school location. Evaluators will NOT be reimbursed for mileage if they choose to use their own vehicles for this purpose.

Expense Category	Amount	Notes
Honorarium for Mon-Fri school visits (regular evaluator rate)	\$175 per day	Paid for travel days ONLY if scheduled between 2 visits in the same week.
Honorarium for Mon-Fri school visits (team leader rate)	\$225 per day	Same
Honorarium for Saturday school visits (regular evaluator rate)	\$250 per day	
Honorarium for Saturday school visits (team leader rate)	\$300 per day	

Per diem for meals (no restaurant receipts required)	\$75 full day \$37.50 half day	Paid for all days including travel to/from destination. See Note 2.
Airfare (See Note 1)	Varies	Booked in advance by NACCAS travel dept, based on coach fares only. Ticket change fees not reimbursed unless it results in a net savings to NACCAS. See Note 1.
Baggage Fees	Varies	NACCAS will pay the fee for one bag less than 50 lbs. each way.

Taxi Fares	Varies	When traveling to airport, NACCAS will not reimburse for extra fare resulting from stops along the way (e.g., travel from home to work, then work to airport)
Hotels and Rental Cars	Varies	Booked in advance by NACCAS travel dept, based on best available corporate account rates. Usually reserved in the name of NACCAS accreditation staff member.
Miscellaneous Tips	\$5 per day max	Must itemize all tips

PLEASE SEE ADDITIONAL NOTES BELOW

NOTES:

(1) Fees paid to change flights are not reimbursed by NACCAS if the change was made only for the convenience of the traveler (e.g., to get an earlier flight when a visit was completed sooner than expected). However, if the change resulted in a net savings to NACCAS the fee will be reimbursed. For example, this may occur when the traveler returns a day early and saves hotel and per diem expenses. These circumstances must be explained on the expense report. Unusual situations such as early departure due to family emergencies are considered on a case by case basis.

(2) The requirements to receive full-day per diem at the start and conclusion of trip are as follows:

- Departure: Traveler must leave home before 1:00 PM local time.
- Return: Traveler must return home after 1:00 PM local time.
- Otherwise, the traveler will receive a half-day per diem for meals.

Please note: If you are traveling home in the evening and complete your trip after midnight, no additional per diem will be paid for an extra half day (unless there are highly unusual circumstances, which must be reviewed on a case by case basis).