**GENERAL POLICIES**

The institution is responsible for paying all costs directly associated with site visits.

The IACBE will invoice the institution in advance for the accreditation application fee. The application must be submitted, and the fee paid in-full prior to the beginning of the self-study year.

**No payments** are to be made from the institution directly to any member of the site visit team.

The costs associated with accreditation site visits will vary depending on the institution’s location and the size of the site visit team. Visit costs include travel, meals, hotel, and other transportation expenses for all members of the site-visit team, as well as an honorarium for each site team member.

After the site visit has taken place, members of the site-visit team will file an expense report with the IACBE documenting expenses incurred in conjunction with the site visit. The IACBE will then invoice the institution for these expenses, along with the airfares and honoraria for site-visit team members. Reimbursements from the institution to the IACBE are due in full ***no later than 30 days*** from the date of the invoice.

**INSTITUTION RESPONSIBILITIES**

The institution is responsible for local travel arrangements: travel to and from the airport; travel between the hotel and the institution. Work with the team to ensure arrangements correspond to their travel itinerary. The IACBE will assist in these arrangements as needed.

The institution is responsible for securing hotel reservations and having these costs directly billed to the institution. Hotel reservations must be made for one room per site team member arriving the day before the start of the site visit and departing the day after the conclusion of the site visit.

The institution must refrain from any actions that could be perceived as attempts to influence the site-visit team’s decision making such as gifts and extravagant meals and activities for site team members:

1. Small souvenirs from the institution are acceptable (e.g., pens, mouse pads, portfolios, coffee mugs, etc. that are engraved or imprinted with the institution’s logo or insignia). The total value of such gifts should be less than $25.
2. For non- IACBE site visit related activities such as sightseeing, the site team members must cover their own expenses.
3. Meals may be incorporated into the site visit agenda, but must remain reasonable and non-excessive.

**POLICIES FOR SITE TEAM MEMBERS**

1. Economy class (main cabin) airfares for team members will be booked by IACBE and billed to the school.
	1. You will receive email instructions to begin searching for flights
	2. Work with IACBE staff to secure flights that are amenable to the visit schedule
2. RE: travel by car. If a team member would like to use a personal vehicle, mileage will be reimbursed at the IRS rate up to, but not to exceed, the lesser of: 1 – the cost of what airfare would be; 2 – the cost of using a rental car.
3. While team members are allowed to incur reasonable expenses for decent meals while conducting site visits, they must refrain from incurring meal expenses that may be perceived as extravagant and/or abusive by member institutions. Such expenses will not be reimbursed.
4. The following expenses are not reimbursable. It is recommended that you request a separate check/invoice for non-reimbursable items.
	1. purchases of alcohol
	2. non-accreditation-related activities, including but not limited to sightseeing and tourist activities, extensions of stay beyond official visits
	3. upgrades to premium cabins
	4. fees for travel conveniences, including but not limited to extra leg room, early boarding
	5. hotel room upgrades
5. For Virtual visits: completed expense reports must be submitted ***within thirty (30) days*** of the conclusion of the visit – even if no expenses are incurred. Non submittal of a completed expense report within the 30-day timeframe is considered grounds for non-payment.
	1. The current expense report form MUST be utilized. Please note that this changes every year. The current version can be found in the site visit DropBox folder “IACBE Forms”
	2. The completed report – and a copy of all itemized receipts – is to be emailed to accounting@iacbe.org
6. For on-site visits: completed expense reports must be submitted ***within thirty (30) days*** of the conclusion of the visit. Non submittal of a completed expense report within the 30-day timeframe is considered grounds for non-payment.
	1. The current expense report form MUST be utilized. Please note that this changes every year. The current version can be found in the site visit DropBox folder “IACBE Forms”
	2. The completed report – and a copy of all itemized receipts – is to be emailed to accounting@iacbe.org
7. For all expense reports: **all itemized receipts** must be included (except in case of reasonable and routine tips).
	1. A copy of the credit card statement or credit card receipt without itemization does not satisfy this requirement. The IACBE must be able to demonstrate in its financial reporting what the reimbursement was specifically for.
	2. In cases where an itemized receipt was lost or is otherwise not available, expenses more than $25 (or its equivalent in foreign currency) will not be reimbursed.
		1. HINT: take a picture of itemized receipts
	3. The Home Address field must be filled in for the required 1099 reporting (even if you are already set up for ACH payments).