

ACCREDITATION VOLUNTEER TRAVEL & REIMBURSABLE EXPENSES POLICY

Reasonable promptness in the submission of expense reports, including all original receipts, and the subsequent reimbursement of travel expenses is expected and appreciated in all instances. Volunteers failing to receive prompt reimbursement are asked to contact AACSB.

Mentor

Normally, the Mentor will visit the applicant institution at the beginning of the Initial Accreditation process. Subsequent visits will be made as needed and as agreed upon by both the Mentor and the applicant.

AACSB International requires the Initial Accreditation applicant to work directly with the Mentor to arrange the travel logistics. The Initial Accreditation applicant will be responsible for the direct payment or reimbursement of all Mentor travel expenses (see "Reimbursable Expenses" below).

Peer Review Team Chair Visit Prior to the Accreditation Review

If agreed upon and deemed necessary by the host institution and the Peer Review Team Chair, the Chair may conduct an on-site advising visit to assist the host institution in the development of a Self Evaluation Report (for initial accreditation reviews) or the Fifth Year Continuous Improvement Review Report (for continuous improvement reviews).

AACSB International requires the host institution to work directly with the Chair to arrange the travel logistics. The host institution will be responsible for the direct payment or reimbursement of all Chair visit expenses (see "Reimbursable Expenses" below).

Peer Review Teams Conducting Accreditation Reviews

Upon the establishment of the visit dates, AACSB International requires the host institution to work directly with the Peer Review Team members to arrange the travel logistics. The host institution will be responsible for the direct payment or reimbursement of all Peer Review Team visit expenses (see "Reimbursable Expenses" below).

Reimbursable Expenses

AACSB International considers the following to be reimbursable expenses related to mentor and peer review team travel:

- Transportation costs such as airfare, rail, bus etc., based on the most commonly traveled means and route consistent with the authorized purpose of the trip.
- Personal automobile mileage at the maximum rate allowed by the U.S. IRS or equivalent.
- Reasonable subsistence expenses such as lodging and meals.
- Parking charges and tolls.
- Other reasonable costs such as taxi fares and other ground transportation.

When travel by personal automobile is not the most efficient method of transportation and an individual still elects to travel by personal automobile, reimbursement should be made on the basis of whichever is the lesser cost of coach air service or the personal auto mileage allowance described in number two above. Normally, no reimbursement will be made for meals or accommodations necessitated by additional time en route.

Lodging reimbursements will normally be considered for up to one night prior to the start of business through one night after the conclusion of business, depending on the meeting schedule and the traveler's origination and destination city. For example, lodging for a two-day meeting will generally be limited to no more than three nights.

Rental cars should be used only when other suitable means of transportation are not available or when their use would result in a savings.

Air Travel

Tickets for air travel should be procured as far in advance as possible in order to obtain the most economical fares offered by the carrier.

1. Air travel for trips under 10 hours one-way shall be booked at economy fares.
2. In recognition of the challenges involved in extended air travel, and for the general expectation to conduct business within a relatively short time following arrival, air travel for trips of 10 hours or longer one-way may be booked in business class. Exceptions to this policy are cited below. The measurement of the travel time is based on the scheduled departure time from the origin city until the scheduled arrival time in the final destination city ("gate to gate"). Waiting time during layovers is included in the measurement.
3. This policy does not apply to air travel for trips within the 48 contiguous United States and D.C., which shall be booked at economy fares.
4. The host institution for travel involving a mentor or peer review team is expected to accept this policy as the minimum. Air travel for mentor or peer review team visits may be upgraded beyond this policy if offered and paid for by the institution and agreed to by the peer review team chair.