

Submit to:
COUNCIL OF ARTS ACCREDITING ASSOCIATIONS
Accrediting Commission for Community and Precollegiate Arts Schools
11250 Roger Bacon Drive, Suite 21
Reston, Virginia 20190-5248

EXPENSE STATEMENT

Submitted by: _____ Nature of Business: _____

Mailing Address for Reimbursement: _____ Dates: _____

City: _____

State: _____ Zip Code: _____

Phone: _____

Email: _____

Signature: _____

<p><i>(For Institutional Visits only)</i></p> <p>Institution Visited: _____</p> <p>_____</p> <p>City and State of Institution: _____</p> <p>_____</p> <p>Consultative Visit: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please indicate the number of days on campus:</i> _____</p>
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ITEMIZED EXPENSES (please attach all applicable, itemized receipts):

Travel (Reimbursement at minimum fare class).....	\$ _____
Meals (including tips)	\$ _____
Lodging	\$ _____
Gratuities	\$ _____
.....	\$ _____
Miscellaneous (list items)	\$ _____
.....	\$ _____
SUBTOTAL	\$ _____

Mileage – Total number of miles traveled: _____ Rate: _____ \$ _____

The National Office will calculate the mileage reimbursement amount based on the current GSA Mileage Reimbursement Rate at the time of occurred expense. Total Expenses will be adjusted accordingly. Mileage reimbursement should not exceed minimum air fare.

TOTAL EXPENSES \$ _____

OFFICE USE ONLY:		
Adjustments: _____		\$ _____
Approved by: _____	Date: _____	Line: _____

PAYEE: Please submit this completed form with all applicable receipts, including itemized meal receipts, to the National Office at nationaloffice@arts-accredit.org or postal mail to the address above.

Please note: Should the completed form with receipts be submitted in electronic form, the original hard copy receipts may be kept for personal records.

Additional Information regarding CAAA (ACCPAS) Expense Reimbursement

Evaluators are asked to note the following good practices as they relate to expense incurred during a visit.

1. [Expense Statement](#) forms and receipt should be submitted to the National Office and should not be submitted directly to institutions.
2. Itemized expenses should be documented by receipts and submitted to the National Office in one submission as quickly after the visit as possible.
3. If one consolidated submission is not possible for any reason, evaluators should contact the National Office staff for assistance. As an example, such an occasion may arise if funds are expended for airline travel well before the visit is conducted.
4. The following expenses are considered *customary and reasonable*:
 - **Travel:**
 - **Air:** Air travel should be booked at minimum fare class unless unavailable, in which case, travel costs should be discussed with and approved by the primary institutional representative of the applicant institution preferably before tickets are purchased/expenses are incurred. Ideally, a copy of the representative's written approval to incur the higher-than-expected cost should be included with the *Expense Statement* form. Please ensure that the fare class is noted on the airline receipt. Should an evaluator wish to upgrade his/her flight, a screenshot of the minimum fare class that would have been charged for that flight should be included with the *Expense Statement* form. The evaluator will be reimbursed for the minimum fare class. The cost for upgraded travel shall be borne by the evaluator.
 - **Personal automobile:** Mileage will be reimbursed at the GSA rate in force at the time of the visit. Mileage claimed should not exceed the cost of minimum fare class air travel between the departure and destination points. A screenshot of the cost of the minimum fare class flight associated with the trip should be included with the *Expense Statement* form.
 - **Rented automobile:** Should the necessity to rent an automobile arise, approval from the institution should be sought. Written confirmation of the institution's approval to incur such a cost should be included with the evaluator's *Expense Statement* form as should any fuel receipts for the rental. Mileage for rented automobiles should not be claimed and will not be reimbursed as it is expected that the fee for the car and the cost of fuel will address mileage usage.
 - **Other Travel Costs:** The following costs are typical and therefore eligible for reimbursement – local taxi or similar fares, tolls, parking, and checked baggage. Should an evaluator wish to contract a private town car, which ideally should be avoided, approval from the institution should be sought. Written confirmation of the institution's approval to incur such a cost should be included with the evaluator's *Expense Statement* form.
 - **Lodging**
 - Evaluators should book reservations at the property suggested by the institution. The cost of overnight accommodations may be directly billed to the institution or covered by the evaluators and included in their *Expense Statement* form.
 - If a specific location is not recommended by the institution, lodging choices are expected to be reasonable. The cost for upgraded amenities or suites shall be borne by the evaluator.
 - Evaluators submitting expenses for lodging should include an itemized receipt from the hotel detailing the charges.
 - Should an evaluator wish to extend his/her stay either before or after the visit for reasons not associated with the visit, these costs shall be borne by the evaluator.

- **Meals**
 - All customary and reasonable costs of meals taken between the time the evaluator departs for and returns from the visit should be included in the *Expense Statement* form and accompanied by itemized meal receipts. Tips for meals should be included.
 - One evaluator may pay the bill for both evaluators and submit the expense with his/her *Expense Statement* form.
 - Evaluators are asked to exercise care with regard to meal and beverage charges. Evaluators submitting excessive meal and/or beverage charges may be asked to assume a portion of the total expense.

- **Gratuities**
 - The following are considered reasonable and customary and therefore should be submitted with the *Expense Statement* form:
 - **Airport Skycap** - \$1 per bag.
 - **Ground Transportation**
 - Taxi or airport van - 15% of the total fare; up to 20% if the driver assists with bags
 - Driver of courtesy shuttle - \$1 per bag
 - **Doorman** - \$1 to hail a cab
 - **Bellman** - \$1 per bag
 - **Housekeeping** - If not included in your room charges, a gratuity of \$2 per day is suggested.
 - **Room Service** – If not included in the room service bill, a gratuity of at least 15% is suggested.
 - **Delivery of Special Items** – Should special items be requested such as additional blankets, pillows, an iron, a gratuity of \$1-2 is suggested.
 - Please designate the recipient/nature of any tip and the amount and include this documentation with the *Expense Statement* form.

- **Items which are not considered reasonable and customary**
 - Home/child/pet sitting charges
 - Charges for substitute teachers
 - First class or premium travel charges
 - Upgraded amenities or hotel charges