



*Commission on Colleges  
Southern Association of Colleges and Schools  
1866 Southern Lane  
Decatur, Georgia 30033-4097*

## **REIMBURSEMENT FOR EXPENSES**

### **- Policy Statement -**

1. As a general rule, no honorarium will be paid for service to the Commission on Colleges. Any exception to this rule must be authorized in advance and made in writing.
2. The Commission will reimburse for actual expenses (for registration, travel, lodging, and meals) incurred by Commissioners and all members of the Committees on Compliance and Reports for attendance at all scheduled meetings of the Commission for the period of time required for the work of the Commission. During the annual and summer meetings, the Commission will use a master account to assume directly the room and tax expenses incurred by Commission members.
3. As a general rule, persons covered by this policy are encouraged to travel by airline. If circumstances dictate that travel by automobile is preferable, expenses should not exceed those normally incurred when traveling by airline. The Commission will not reimburse for expenses incurred for renting a car without prior approval.

In instances when the Commission has provided transportation to and from an airport and the Commission member rents a car, the Commission will not be obligated to pay for the expenses of the rental car.

4. The Commission will reimburse for actual expenses incurred by members of standing committees, *ad hoc* study committees, participants in special programs of the Commission, and all Commission peer review committees.
6. All reimbursements will be made in accordance with conditions of the Southern Association of Colleges and Schools Reimbursement Policy, as described on the reverse side of the Expense Voucher.

*Approved: Executive Council, April 1990*

*Revised: Executive Council, 1995*

*Edited in accord with the Principles of Accreditation: February 2004*