



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

TRAVEL AND COMMITTEE VISITS

- Guidelines -

Commission staff members, Commissioners, consultants, committee members, and others representing the Commission on Colleges should be prudent in their use of Commission and institutional funds while traveling on official Commission business and are asked to adhere to the following guidelines.

Air Travel

Every effort should be made to purchase airline tickets far enough in advance to take advantage of special fares. The Commission will reimburse expenses for tourist or the best rates. Individuals choosing to fly first class must assume the responsibility of paying the difference in rate between first class and tourist or economy class.

Ground Transportation

Institutions should be given the option of providing ground transportation from the airport to the institution and to the facility where staff and visiting committee members are being accommodated. If visiting committee members need to rent automobiles, they should receive prior institutional approval.

Entertainment

Institutions are discouraged from providing alcoholic beverages for visiting committees except in connection with receptions, and then only if the institution so desires. Committee chairs are asked to use discretion in applying this policy at other times during the visit.

Gifts and Honoraria

Staff and visiting committee members are not to accept gifts from individuals or institutions with whom they are working unless these gifts are clearly related to institutional advertisement (i.e., mugs, paper weights, t-shirts, etc.).

Honorary Degrees

The Commission on Colleges recognizes that honorary degrees may be appropriately awarded for scholarly achievement, attainments which demonstrate unusual creativity, or distinguished service. The integrity of earned degrees, however, should be protected; therefore, the Commission discourages the awarding of earned degrees as honorary degrees or the use of terminology which implies such.

Consultant Fees

No consultant fee may be accepted by Commission staff from any institution within the Southern region.

*Approved: Commission on Colleges, December 1988
Updated for the Principles of Accreditation: February 2004*