



*Southern Association of Colleges and Schools  
Commission on Colleges  
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 SACSCOC. Any exception to this rule must be authorized in advance and made in writing.
2. SACSCOC will reimburse for actual expenses (for registration, travel, lodging, and meals) incurred by members of its Board of Trustees and Committees on Compliance and Reports for attendance at all scheduled meetings of the Board for the period of time required for the work of the Commission. During the annual and summer meetings, SACSCOC will use a master account to assume directly the room and tax expenses incurred by Board members and special readers.
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. SACSCOC will not reimburse for expenses incurred for renting a car without prior approval. In instances when SACSCOC has provided transportation to and from an airport and the Board member rents a car, SACSCOC will not pay for the expenses of the rental car.
4. SACSCOC will reimburse for actual expenses incurred by members of standing committees, *ad hoc* study committees, participants in special programs of the Commission, and all SACSCOC peer review committees.
5. All reimbursements will be made in accordance with conditions of the SACSCOC Reimbursement Policy, as described on the reverse side of the Expense Voucher.

#### **Document History**

*Approved: Executive Council, April 1990*

*Revised: Executive Council, 1995*

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

*Edited: January 2012*

*Reformatted: August 2014, August 2018*