



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

LOGISTICS OF COMMITTEE VISITS

Guideline

SACSCOC staff members, members of the SACSCOC Board of Trustees, committee members, and others representing SACSCOC should be prudent in their use of SACSCOC and institutional funds while traveling on official SACSCOC 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. SACSCOC will reimburse expenses for main cabin/economy class tickets. Individuals choosing to fly first class must assume the responsibility of paying the difference in rate between first class and main cabin/economy class.

Ground Transportation

Institutions are responsible for providing ground transportation from and to the airport, as well as during the visit. If visiting committee members desire to rent automobiles for travel to and from the visit, they should receive prior SACSCOC and institutional approval.

Group Meals

Institutions may choose to pay directly for meals for committee members or have the SACSCOC staff member pay for the meals and include the meal expenses on the master bill for the visit. This should be determined in advance of the visit and noted in the appropriate place on the [“Information Outline for a Committee Visit”](#) form.

Alcoholic Beverages

Institutions are discouraged from providing alcoholic beverages for visiting committees outside of meals. SACSCOC requires members of the visiting committee to adhere to the institution’s wishes with regard to reimbursement for alcoholic beverages consumed with committee meals. The [“Information Outline for a Committee Visit”](#) form contains a section where the institution designates one of the following choices:

- The institution will pay for alcoholic beverages on the same bill as the meal.
- The institution will pay for alcoholic beverages, but they must be billed separately from the meal.
- The institution will not pay for alcoholic beverages; committee members should bear the cost – individually – of any alcoholic beverage they consume.

The committee chair and SACSCOC staff member should remind committee members regarding the institution’s choice prior to the visit.

Gifts and Honoraria

Institutions or their representatives are not required to provide gifts to visiting committee members. If gifts are provided, they may be related to institutional advertisement (e.g., mugs, paper weights, t-shirts, or the like), institutional programs (e.g., gifts produced by faculty or students), or the community where the institution is located (e.g., local mementos). Gifts should not have a monetary value that exceeds \$50 per person. This guideline does not apply to snacks and beverages provided to committee members and SACSCOC staff members. Staff members and visiting committee members are not to accept gifts from individuals or institutions with whom they are working that exceed these guidelines.

*Approved: Commission on Colleges, December 1988
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