

## **Visiting Committee Travel Guidelines and Eligible Expenses**

CAIS recognizes the value of volunteer efforts on behalf of the national organization and that travel is often required. While participating in CAIS events, we ask that volunteers abide by CAIS travel policy as opposed to those of an individual school.

CAIS will reimburse volunteers for reasonable travel expenses incurred through participation in CAIS Visiting Committees. Hotel accommodation and meals while at the school will be arranged and paid for by the school. You will be responsible for making your own travel arrangements and CAIS will reimburse you for mileage, airline or train travel, ground transportation and meals during travel upon presentation of applicable receipts.

Travel and accommodation expenses represent a significant cost to host schools. Visiting Committee members are asked to be reasonable about their expenses and to use the most economical and reasonable expense alternatives for travel to and from the host school. Please arrange travel as early as possible to secure the cheapest rates. If you have any questions or concerns regarding your travel, please contact the CAIS Accreditation Coordinator.

### **Reimbursement – Receipts and Expense Claims**

To comply with audit requirements, CAIS only accepts original, itemized receipts for expenses accompanied by a completed CAIS Expense Claim. CAIS is not permitted to reimburse from bank statements, credit card statements, estimates, or non-detailed debit/credit card slips.

Receipts and a completed Expense Claim must be mailed to the CAIS Office within 30 days of the review. Please note that only expenses accompanied by a receipt will be reimbursed, with the exception of mileage.

Before mailing your receipts and claim to CAIS, please make a copy of your receipts as a backup.

### **Hotel Accommodation**

Hotel accommodation will automatically be arranged for anyone who lives more than 50 km from the host school being visited, with check-in on Sunday and check-out on Wednesday. Special arrangements can be made for check-in on Saturday only if flight schedules do not allow you to arrive at the host school for 1pm on Sunday.

Please contact the CAIS Accreditation Coordinator if you live closer than 50 km from the host school and require overnight accommodations, or if you require a Saturday check-in.

## **Travel**

Please inform the CAIS Accreditation Coordinator of your travel plans once they are confirmed.

## **Personal Car/Mileage**

Visiting Committee members may use their personal vehicles when it is the most cost effective means of transportation and/or no other transportation is available.

Visiting Committee members who use their personal vehicles to participate in CAIS Visiting Committees are expected to carry adequate insurance for their own protection.

CAIS will reimburse for mileage at the current published rate (please contact the CAIS office for the current rate) to a maximum amount which is no greater than the cost of an economy airline ticket to your destination.

## **Air Travel**

CAIS will reimburse the cost of Economy Class air travel. Airline preference is the choice of volunteers and the traveler keeps any travel points from a frequent flyer program. We do not reimburse for costs associated with upgraded seats, additional baggage or advanced seat selection. CAIS is not permitted to reimburse points.

Cost associated with flight changes will not be covered by CAIS.

## **Train/Bus Travel**

Alternatives to air travel may be used provided it are the most economical means of transportation.

## **Ground Transportation**

CAIS will reimburse Visiting Committee members for reasonable ground transportation costs. Airport shuttles or flat rate taxis should be used when available.

CAIS is not permitted to reimburse for private car/limousine services.

Wherever possible, the host school will arrange return transportation to the airport on Wednesday afternoon.

## **Car Rental**

Under normal circumstances, CAIS does not cover car rental. Should this be the only means of travel, please consult with the CAIS Accreditation Coordinator before booking.

## **Meals**

The host school will provide all meals from Sunday afternoon to Wednesday afternoon. If meal costs are incurred, please ensure that you have the original itemized receipt to submit.

CAIS is not permitted to reimburse for the cost of alcohol.

## **Hotel Incidentals**

A reasonable number of business and personal telephone calls charged to the hotel room will be covered by the host school.

Items of a personal nature such as, but not limited to, dry-cleaning and in-house movies are not reimbursable.

**CAIS manages well over 200 travelers each year.  
Your cooperation with the above guidelines is very much appreciated.**