

Visiting Committee Travel Guidelines

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.

CAIS only accepts original itemized receipts for expenses accompanied by a completed CAIS Expense Claim, and they must be submitted within 30 days of the event.

Travel and accommodation expenses represent a significant cost to 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 schools being visited. 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.

Visiting Committees arrive at the school for 1:00 pm on Sunday afternoon and will be finished by 12:00 pm on Wednesday.

Hotel Accommodation

Hotel accommodation from Sunday through Wednesday will automatically be arranged for anyone who lives more than 50 km from the school being visited.

If you live closer than 50 km from the school and require overnight accommodation, please inform the CAIS Accreditation Coordinator.

If flight schedules do not allow you to arrive on time on Sunday, please inform the CAIS Accreditation Coordinator so accommodation arrangements can be made.

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 automobiles when it is the most convenient means of transportation and/or no other transportation is available.

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

CAIS will reimburse you 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

Economy Class is the standard for air travel. Airline preference is the choice of volunteers and the traveler keeps any travel points from a frequent flyer program. **Please note that we do not cover the extra cost for upgraded seats, additional baggage or advanced seat selection.**

Please do not ask CAIS to reimburse you for points. All changes to flights will not be covered by CAIS.

Train/Bus Travel

Alternatives to air travel may be used provided they are the most economical means of transportation and cost no more than the equivalent amount in economy airfare.

Ground Transportation

CAIS will reimburse you for ground transportation. Airport shuttles should be used if available. Where no shuttle is available, please use flat rate taxis.

Wherever possible, the 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 way you can get to a school, please consult with the CAIS Accreditation Coordinator before booking.

Meals

CAIS and/or the school will provide all your meals from Sunday afternoon to Wednesday afternoon. If you are required to purchase your own meal, please ensure that you have the original itemized receipt to submit.

Please note that CAIS does not reimburse for the cost of alcoholic beverages.

Telephone

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

Personal Charges

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

Expense Receipts

To comply with audit requirements, original itemized receipts must be submitted and accompanied by a completed CAIS Expense Claim in order to obtain reimbursement. Credit card and/or debit slips alone are not acceptable.

Airline/train/bus ticket receipts (last official copy of airline ticket) must accompany the claim. Receipts, where practical, should be submitted for all other expenses.

Please note that no expenses will be reimbursed without a receipt.

Submission of Expense Accounts

Please submit your signed expense claims and original receipts to CAIS as soon as possible after you return home. Occasionally you may be requested to email the expense form to CAIS and to follow up by mailing the original and receipts. Before mailing, please make a copy of your receipts as a backup.

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