

Pacific Region ACPE

Policy & Procedure

DATE: June 1, 2011; revised January 1, 2012

TITLE: Expense Policy for Persons Traveling from Outside the Borders of the Pacific Region.

POLICY: It is the policy of the Region to support persons asked to conduct services for the Region in a manner consistent with the policies and practices of Regional Members.

APPROVED: Regional Council

PROCEDURE:

1. Persons who are asked to provide services within the Region will book travel through the Regional Office and with the prior approval of the Chairperson of the requesting Council/Committee. (Note: Expenses incurred without prior approval will not be honored.)
2. Travel for all Site Team Members (Site Team Chairs & Pacific Region Accreditation Members) will be reimbursed in a manner consistent with the existing policy for elected Regional Leaders and Supervisors. These include but are not limited to the following:
 - a. Travel will be the least expensive available fare usually 30 days or more prior to the event. If auto transportation is needed from the airport to the site of the event, Pacific Region people will be responsible for that travel. The Regional Office and/or Committee Chairperson will identify the most reasonable port of arrival and departure.
 - b. Rooms are double occupancy, standard rooms. Rooms will be booked in advance by the Regional Office or the host of the event. The most common practice is for the Center Supervisor to book rooms in the place of the Center. Rates should not exceed usual Center or Region established rates.

- c. Meals will be reimbursed for actual expenses up to \$55 per day on the following schedule below. The amount is set by the Regional Council and subject to change at their discretion.
 - i. Breakfast = \$10.00
 - ii. Lunch = \$15.00
 - iii. Dinner = \$30.00

 - d. Common meals usually include:
 - i. One dinner for Accreditation Site Visit for the Team and Supervisors of the Center hosted by one of the Regional Site Team Members. (Any other scheduled meals or persons attending the meal will be at the participant's expense. The Center being reviewed may offer additional meals or hosted events at their expense. Only Pacific Region Site Team Members are authorized to pay for hosted meals and have the discretion to determine who will be hosted by the Region.)
 - ii. Breakfasts and banquet at Annual and Leadership Meetings;
 - iii. Meals hosted by the Regional Chairperson or Committee Chairperson;
 - iv. Special events hosted for guests, speakers or friends of the Region.

 - e. If a common meal is provided, personal reimbursement for that meal any additional or separate meals will not be given.

 - f. Ground transportation will be arranged by the event host. These arrangements will be conveyed to the guest providing services in advance of the meeting. Rental vehicles will not be approved.
3. Expenses will be submitted on the Pacific Region Expense Voucher with supporting documentation to the Regional Accreditation Chairperson and forwarded to the Regional Office for payment. Expense vouchers are to be received within 60 days of the conclusion of the Site Visit or other event.
4. Reimbursement will be sent within 30 days of the receipt of the voucher and documentation at the Regional Office.
5. This policy replaces all policies and practices prior to January 1, 2012.

**ASSOCIATION FOR CLINICAL PASTORAL EDUCATION, INC.
Pacific Region**

Name: _____

Date: _____

Address: _____

COMMITTEE/FUNCTION

TRAVEL

Date								
Auto/Miles Driven @ _____								
Airfare								
Parking/Tolls								
Other								
Transportation Total								

FOOD

Date								
Breakfast (\$10 max)								
Lunch (\$15 max)								
Dinner (\$30 max)								
Food Total								

LODGING – Double occupancy, standard room

Date								
Motel/Hotel								
Lodging Total								

MISCELLANEOUS

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SUMMARY

Submitted by: _____
(Signature required by person submitting request)

Authorized by: _____
(Signature Required: Committee Chair, Regional Chair)

Date Paid: _____

Check # _____

Transportation Total	
Food/Meals Total	
Lodging Total	
Miscellaneous	
Sub-Total	
Less Pre-Paid/Advance	
Total Expenses	

Receipts Required with this Form

**Expense vouchers must be received within 60 days of the conclusion to Site visit/event.
Please send to the Regional Accreditation Chair & Pacific Region Office.**