

Pacific Region ACPE

Policy & Procedure

DATE: June 1, 2011; revised January 1, 2012; revised January 1, 2014

TITLE: Accreditation Expense Policy for Persons on Site Visits in the 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 for Pacific Region Supervisors and Members.

APPROVED: Regional Council

PROCEDURE:

1. Persons who are asked to provide services within the Region will coordinate booking travel through the Accreditation Chairperson or the Regional Office and with the prior approval of the Committee Chairperson or Regional Director. (**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. Transportation from the nearest airport to the CPE Center will be provided by the Center. If auto transportation is needed from the airport to the site of the event, Pacific Region Site Team Members will be responsible for that travel. The Regional Office and/or Committee Chairperson will identify the most reasonable port of arrival and departure for the Site Visit. Additional costs for personal travel beyond a direct travel to the Center will not be reimbursed. Any additional travel is the responsibility of the person incurring the costs.
 - b. Rooms will be booked in advance by the host of the Site Visit in conjunction Accreditation Chairperson and/or the Regional Office. The most common practice is for the Center Supervisor to book rooms in a place convenient to the

Center. Rates are not to exceed \$150 per night plus tax. As long as this policy is maintained, Site Visitors may choose either single or double occupancy. Any additional charges beyond the \$150 will not be reimbursed unless a waiver is given by the Accreditation Chairperson or Regional Director. Rooms beyond standard rooms are not authorized for reimbursement.

- 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

This is NOT a “per diem” payment. Actual expenses up to the designated limits are reimbursed.

One dinner during the Site Visit for the Team Members and Supervisors of the Center may be hosted by one of the Pacific Region Site Team Members. The Center being reviewed may offer additional meals or hosted events at their own expense. Only Pacific Region Site Team Members are authorized to PAY for Region hosted meals and have the discretion to determine who will be at such events. (Any other scheduled meals or persons attending the meal will be at their own expense. The Center)

- d. Ground transportation will be arranged by the event Center. These arrangements will be conveyed to Site Team Members in advance of the meeting. Rental vehicles will not be approved unless it is the least expensive means of going to the site or circumstances require such transportation.
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 45 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, 2014.