

## **REIMBURSEMENT**

Out-of-pocket expenses of visiting team members, which may include the cost of travel, lodging, and meals, will be reimbursed by the institution being evaluated. The rate of reimbursement for the use of personal automobiles on New England Association business is determined by the Association's Board of Trustees.

Visiting team members are reimbursed either directly or indirectly by the school being evaluated. It is the responsibility of the institution being visited to reimburse visiting team members in a timely fashion. Prior arrangements may be made with the Commission office when local circumstances prevent timely reimbursement. In such cases, the New England Association of Schools and Colleges may reimburse team members and, subsequently, bill the school.

The above policies should be brought to the attention of appropriate personnel within both the institution to be evaluated and members of the visiting team.