

Travel and Expense Information

The following are frequently asked questions regarding Visiting Committee travel and expense reimbursement.

Who reserves hotel guestrooms for a visit?

The school that you will be visiting makes the reservations. The Visiting Committee Chairperson will coordinate this with the school being accredited and will contact you with details.

Are food and lodging reimbursed?

The cost of meals while conducting a CAIS visit will be reimbursed. Charges for lodging are reimbursed at the single-room rate.

Am I reimbursed for the use of my car?

Yes, CAIS will reimburse team members at the current IRS rate for each mile traveled over 40 miles.

What if supplies are needed on the visit that are not provided by the school?

Schools typically provide all needed supplies. However, if needed, small items can be itemized and reimbursed.

What expenses are not reimbursable?

Items on a hotel bill such as valet, laundry, movies, etc. These items are considered personal expenses. Please keep phone calls from the hotel to a minimum; avoid unnecessary personal phone calls.

CAIS cannot reimburse expenses incurred due to the purchase of gifts, such as flowers or candy, for the school staff.

How do I get an Expense Statement?

CAIS provides you with an Expense Statement via mail when you are assigned to a team.

If I lose my Expense Statement, how do I obtain a new one?

Contact Teal Gallagher, tgallagher@caisca.org or 310.393.5161 ext. 14 and she will provide one for you.

Which receipts need to be submitted with the Expense Statement?

Receipts should be provided for all reimbursable expenses.

Where do I send my completed Expense Statement?

Send your Expense Statement with receipts to the school you visited.

Who should I contact with further questions?

Contact Teal Gallagher, Director of Member Services, at tgallagher@caisca.org or 310-393-5161 ext. 14.