



COMMISSION ON INSTITUTIONS OF HIGHER EDUCATION

NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES

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Guidelines for Visiting Institutions Abroad and Overseas Instructional Locations

The following guidelines are to assist team members traveling to conduct an evaluation visit of an institution or instructional location outside the United States on behalf of the Commission on Institutions of Higher Education.

Travel Arrangements

A point of contact at the host institution is identified early on in the process to assist team members with the logistics related to the visit.

Team members have the option to make their own travel arrangements and then to request reimbursement after the visit has been conducted. Such arrangements should be made far enough in advance to take advantage of more reasonably priced fares. Alternatively, it is possible for the team member to work through the host institution to arrange travel and ticket purchase. Team members are expected to travel at coach rate fares, except as provided below.

It is recommended that team members on international visits arrive the day prior to the visit to have some time to adjust to the time difference and, because of flight schedules, to depart the day following visit. Lodging is covered by the host institution for this entire period (e.g., from Saturday night through Wednesday night for comprehensive evaluations scheduled for Sunday afternoon through Wednesday noon).

Team members may choose to extend the trip on either end at their own expense. While a family member or friend may join the team member before or after the site visit, they should not be present during the days when the review is scheduled.

Team members may be authorized business class travel should the total travel time in each direction exceed 14 hours (in line with federal government travel regulations), assuming the most efficient travel time and transfer time between connecting flights. Should business class be authorized, team members will be informed in advance of making travel arrangements. Questions about travel should be directed to Paula Harbecke at <pharbecke@neasc.org> or 781-425-7754.

Expense Reimbursement

NEASC provides insurance for team members travelling internationally that offers a death benefit and coverage for accidental dismemberment and paralysis, emergency evacuation, total disability, rehabilitation, and repatriation. Should a team member elect to purchase reasonable additional coverage available through most travel agents, the cost of the add-on insurance policy is reimbursable.

Within one week following the campus visit, evaluators should complete and sign the NEASC expense voucher form, mailing it along with all supporting receipts and documentation to the NEASC Office. Commission staff will review and approve the expenses incurred during the site visit and NEASC will directly reimburse each team member. The host institution will then be billed for total team expenses incurred.

July, 2012

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