Name of Organization Being Evaluated:

Date(s) of Review:

A. Transportation
ACE uses a travel agency to coordinate flight arrangements, American Express Travel. You can reach them by calling 800-872-9954. You will be asked to provide the 7-digit budget code sent to you in the logistics email. ACE will be billed directly for your flight. ACE will not pay for any travel that is not arranged through American Express Travel. Air travel must be coach or economy class. Your flight costs should not exceed $600. If your flight costs are more than $600, please seek approval from your Program Coordinator before booking and confirming. If a flight is rescheduled for any reason the updated flight information must be submitted with the Reimbursement Packet with an explanation of the change. If you would like to change your flight after 24 hours of booking, a change fee will be incurred from the airline that will be deducted from the review honorarium; if the flight is cancelled, the change fee will be deducted from the next review honorarium.

- Driving to an Evaluation
  If you want to drive, rather than fly, the cost of auto travel must not exceed the cost of airfare. Auto travel is reimbursed at a rate of $0.54 per mile (2016), plus tolls, and parking. If requested, a flight cost comparison from AMEX may need to be obtained to submit along with a mileage map reflecting your anticipated miles to the Program Coordinator for approval. If requested, you must complete the Request for Travel Modifications form, found on the ACE website at http://www.acenet.edu/news-room/Pages/Faculty-Evaluator-Travel-Policies.aspx.

- Ground Transportation
  Unless you receive specific instructions from your ACE Program Coordinator, do not rent a car to get to the review location.

B. Submitting Expenses in Advance
If requested for contract obligation, all travel expenses must be submitted in advance for planning and budgeting purposes. Any changes to a confirmed travel itinerary must be pre-approved by ACE. ACE will not pay for flight change fees, except in cases of emergency.

- Policy Update
  ACE CREDIT Programs work within the parameters of strict government contracts and cost agreements with outside organizations. The logistics email authorizes the specific defined scope of work, to include budget and travel expectations. ANY travel outside the scope of logistics must be itemized, justified, and approved in writing BEFORE anything is booked or confirmed. We appreciate your support and commitment to the ACE review process and logistics expectations.

C. Final Logistics Email
You will receive a Final Logistics email a few days before the review. This email will include details on arrivals and departures, the agenda, team information, travel logistics, and any other expectations.

D. Conducting the Evaluation
Typically, evaluators wear business attire. If there are any exceptions, your ACE Program Coordinator will let you know when the trip is confirmed. Your team will be guided by a Review Lead. The Review Leads role is to ensure that the review process is thorough and of high quality. Evaluators receive a per diem allowance, so you do not need to collect receipts for meals and incidentals. Incidents are defined as taxes, service charges, and customary tips. The per diem allowance is a federal rate that is determined by the location of the review. On travel days, you will receive 75% of the per diem allowance. Meal per diem is not available for travel less than 12 hours. This information will be included in your logistics email. If the host provides a meal, your per diem allowance will be reduced for the meal(s) furnished to you. Do collect receipts for parking, hotel accommodations, rental cars, and baggage fees. ACE does not reimburse for mini-bar charges, movie rentals, hotel tips, or other personal entertainment expenses.
E. Travel Reimbursement Forms
You must complete and submit your travel reimbursement forms within 10 days after the review or you may not be reimbursed. The forms can be found on the ACE website at http://www.acenet.edu/news-room/Pages/Faculty-Evaluator-Travel-Policies.aspx. The forms are:
- Certificate of Time Worked (Doc)
- Travel Expense Report (Xls) - See directions below
- W-9 Form (PDF) - For new evaluators or those whose address has changed

F. Completing the Travel Expense Report
The travel expense report is an Excel file with two worksheets. Here are instructions to help you complete the report.
- Fill out the form, except for the areas in grey—we will complete those for you.
- Fill out the 2nd sheet first (the itemized report of expenses) and it will automatically total your expenses and fill in the totals on the first sheet.
- Please remember to sign the front page and attach receipts for taxis, parking, rental car, baggage fees, and hotel. If you do not have a receipt, please attach an explanation. (maximum $15 reimbursement without receipt)
- When you enter the hotel cost, place the base rate of the hotel in the lodging column and the sum of room taxes and fees under the miscellaneous column.
- Driving a personal vehicle is reimbursed at a rate of $0.54 for 2016 and must have been pre-approved. See the section above named "Driving to an Evaluation" for more details.
- If a friend or family member drove you to the airport, you may claim only the mileage for a one-way trip on your reimbursement form.

G. Submitting Forms
- Submit to Ashley Barnett, by email: abarnett@acenet.edu or by fax: 202-464-4847 or 202-833-3005.

H. Receiving Payment
You will receive your reimbursement via check or electronic funds transfer. If you would like to set up an electronic funds transfer, please contact your program coordinator. Checks will be cut and placed in the mail by the Finance department within 30 days from the date the review ended (typically around day 21). All paperwork must be submitted to the Program Coordinator, or designated person.

Name of Evaluator (print): _____________________________________________________
Signature: ___________________________ Date: ________________