

POLICY & PROCEDURES MANUAL

Title:	Site Visitors & Associated Expenses		
Policy No.	3.04.02	Chapter:	External Operations
Proposed:	February 15, 2005	Proposal No.:	2005-07
Adopted:		Adopted By:	Vote of the Executive Committee

Purpose:

To provide guidance to EHAC Site Visitors, EHAC staff and accredited program administration regarding billing and reimbursement procedures for expenses incurred in connection with the performance of a site visit.

Policy:

The National Environmental Health Science and Protection Accreditation Council reviews environmental health academic programs for both accreditation and re-accreditation status. This review always involves a site visit to the College or University. The site visit team normally consists of two site visitors – an academician and a practitioner. EHAC may decide to add an additional team member, a “site-visitor in training,” at Council’s expense.

Other than those expenses associated with an additional site visitor added at EHAC’s behest, the expenses incurred by the site visitors and any other associated costs are the responsibility of the College or University being reviewed.

Procedures:

A. EHAC may decide to require one additional team member, a “site-visitor in training,” at Council’s expense if:

1. the site visitor in trainings expenses have been approved by Council at the annual meeting and,
2. the site visitors in training have been approved by the Executive Committee.

B. It is the responsibility of the College or University to assure that all site visitors, required by the accreditation guidelines, can be reimbursed in a timely manner. If timely reimbursement is not possible, the College or University may request that EHAC issue an invoice for the accreditation expenses, including the site visit. If approved, EHAC will reimburse the site visitors for their expenses and submit a bill to the accredited program. Formal accreditation will not be granted until all such bills have been paid.

1. When the College or University is responsible for reimbursing site visitors, they can expect that:

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- a. The Site Visitors will submit a complete accounting (using the attached EHAC Travel Voucher form) of expenses, including any transportation cost, hotel, and meal receipts within two weeks of the site visit.
 - b. Upon receipt of the accounting, the College or University should issue a reimbursement within 30 days of receipt.
 - c. If the College or University has not made such a reimbursement in a timely manner as defined above, site visitors may make a formal complaint to the EHAC Executive Committee, which can seek to expedite payment or they may decide to reimburse the site visitors with EHAC funds and bill the College or University.
2. When a College or University requests that EHAC invoice them for these expenses, the following process shall be used in securing reimbursement from a College or University.
- a. If approved, EHAC will reimburse the site visitors expenses and then invoice the College or University;
 - b. Upon receiving the invoice, the College or University has 30 days to reimburse EHAC;
 - c. After 30 days, EHAC will issue a second invoice.
 - d. After 60 days, EHAC will begin to charge an interest rate of 1.5%, calculated from a date 30 days after the submission of the original invoice.
 - e. After 120 days, the EHAC Board of Directors will meet to determine whether this debt will affect the programs accreditation status.
 - f. If the University fails to reimburse EHAC, the Council reserves the right to deny, or suspend accreditation until payment has been received.

Drafted:		
Approved:		