

POLICY & PROCEDURES MANUAL

Title:	Site Visit Expense Policy		
Policy No.	3.04.01	Chapter:	External Operations
Proposed:	April 1, 2008	Proposal No.:	2008-01
Adopted:	June 20, 2008	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 reaccreditation 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.

1. It is the responsibility of the College or University to directly reimburse site visitors for all expenses associated with their visit. Universities are encouraged to directly pay for all expenses associated with the site visit for no financial burden on the site visit team.
2. The College or University will provide the site visitors all necessary forms and specify receipts or other documentation needed to enable a timely reimbursement. Unless otherwise negotiated with the site visitors, this reimbursement should occur within 30 days following the site visit.
3. If the College or University has not reimbursed the site visitors within 30 days following the site visit, site visitors may seek assistance from EHAC.
4. EHAC may seek to expedite payment or reimburse the site visitors with EHAC funds and bill the College or University.
5. The following process shall be used to secure reimbursement from a College or University for which EHAC has provided reimbursement to the site visitors.
 - a. EHAC will bill the College or University.

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- b. The College or University has 30 days from the receipt of the invoice to reimburse EHAC.

- c. If no payment is received within 30 days, EHAC may begin to charge a processing fee of \$50 for each month, or part of each month, until payment is received.

- d. If the University fails to reimburse EHAC, the Council may withdraw accreditation.

Drafted:		
Approved:		