

## Guidelines for Expenses of Site Team Members

Recently, the Southwest Region ACPE Accreditation Committee discussed some guidelines that may assist centers in decisions around the division of expenses during Ten-year Accreditation Review site visits<sup>1</sup>. Here is a list of those traditional divisions.

Generally, the *Southwest Region ACPE Accreditation Committee budget pays for*:

1. Transportation of the site team members from their homes to the city of the Center being reviewed, including:
  - a. Airfare in accordance with the regional reimbursement guidelines
  - b. Mileage in accordance with the regional reimbursement guidelines
2. Costs of meals while traveling
3. Cost of breakfast on the day of the actual site visit, unless the Center provides it as part of the day's schedule.

Generally, *the Center being reviewed pays for*:

1. Transportation to and from the airport to the hotel and/or Center.
2. One hotel room for each of the site team members.
3. Meals for the site team members during the actual review, which usually includes:
  - a. An evening meal prior to the day of the site visit
  - b. All meals while the site team members are on location at the center being reviewed.

Hopefully, these guidelines will reduce some of the confusion that exists from time to time regarding expenses involved in Ten-Year Reviews.

The Southwest Region ACPE Accreditation Committee

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<sup>1</sup> For all other kinds of site visits (e.g., candidacy reviews, satellite site visits, site visits requested by the Accreditation Committee for specific concerns), the Center is responsible for all costs.