



Commission on Accreditation of Allied Health Education Programs

CAAHEP Travel Expense Policy

Below are the requirements for approved travel expenses. The Executive Director may authorize flexibility in expenses on a case-by-case basis.

1. EXPENSE REIMBURSEMENT FORMS SHALL BE SUBMITTED as soon as possible after actual expenses have been incurred. No reimbursement will be honored if submitted after 60 days of the incurred expense (*A link to the required expense form will be provided to the traveler*).
2. ORIGINAL ITEMIZED RECEIPTS ARE REQUIRED. Scan all receipts into PDF for airline travel, baggage fees, car rentals, parking, hotel bills, and meals.
3. TRAVEL BY COMMON CARRIERS (airplane, train, bus, boat, etc.) will be reimbursed at the ROUNDTRIP ECONOMY OR COACH CLASS RATE, including a base seat assignment. The cost for such expenses should not exceed \$600.

Travelers may retain frequent flyer miles and compensation for denied boarding for their personal use. Individuals may not deliberately patronize a single airline to accumulate frequent flyer miles if less expensive comparable tickets are available on another airline.

4. SHUTTLE, TAXI, RIDE SHARING, or other similar means to and from the airport at the points of origin and destination, and at the destination if essential for business purposes. Limousine or other luxury travel expenses will not be reimbursed. Note: if the meeting hotel offers a free shuttle to and from the airport, CAAHEP will not reimburse for other modes of transportation to or from the airport.
5. MEALS: A maximum of \$70 per day for reimbursement of meal expenses for the traveler. If CAAHEP provides a meal, travelers are not reimbursed for alternative meal costs (receptions count as meals). Alcohol may not be included in any reimbursement request, including those for travel or meals expenses.
6. PARKING AND TOLL expenses, including charges for hotel parking, incurred by Personnel traveling on CAAHEP business. On-airport parking is permitted for short business trips. For extended trips, Personnel should use off-airport facilities.
7. PERSONAL AUTOMOBILE MILEAGE usage, if requested, is authorized at the current IRS-approved rate (.725 cents per mile) by the most direct route. The maximum allowable reimbursement, including en route expenses, may not exceed the published round-trip coach-class airfare to and from the meeting site.

8. RENTAL CARS: Rental cars may be expensed in lieu of travel by Air or personal automobile. The maximum allowable reimbursement, including en route expenses, may not exceed the published round-trip coach-class airfare to and from the meeting site.
9. NON-REIMBURSED EXPENSES include items not directly related to CAAHEP business, such as telephone calls, lodging, and meals for family members and guests, movies, entertainment, etc. Incidentals not eligible for reimbursement include Wi-Fi access, tipping hotel housekeeping staff, early boarding, upgrades from main cabin, alcohol, and other expenses not allowed under this policy.

*PAYMENT OF NON-REIMBURSED EXPENSES: If you are authorized to sign the hotel bill on check out, pay for unreimbursed expenses at that time and have the hotel deduct this from the final bill sent to CAAHEP. In other cases, non-reimbursable expenses are deducted from the total expenses.

Conference Travel

Below is a table of CAAHEP conference-related travel expenses. Other travel, such as CoA liaison travel to one in-person CoA event per year, Board travel, and other staff travel, is covered by CAAHEP according to policies.

Accreditation Workshop Travel Expenses allowed							
	Workshop Registration	Maximum Number of Hotel Nights	Airfare	Ground Transportation	Meals ²	Parking	Incidentals
CAAHEP BOD	✓	4	✓	✓	✓	✓	
Staff	✓	4	✓	✓	✓	✓	
Recent Graduate Commissioner	✓	2	✓	✓	✓	✓	
CoA Members	✓	3	✓				
Keynote Speaker	✓	2	✓	✓	✓	✓	
AW Session Leader ¹	✓	2	✓				
Panel Member	✓						
Moderators/Round Table Leaders	✓						
Sponsors	✓						

¹If speakers provide more than one session, they qualify for keynote speaker expenses

² See the policy regarding meal reimbursements

For questions regarding travel expenses or to receive a link to the reimbursement form, please contact meetings@caahep.org.