

QAC Full and Triennial On-Site Assessments Expenses Reimbursement Policy



Board approval: board meeting dated Jan 17, 2017

CMC - GLOBAL

This policy is designed to assist assessors in reporting and reclaiming their expenses incurred upon conducting on-site re-certification assessments.

CMC-Global expects assessors to act responsibly and professionally when incurring and submitting expenses, as CMC-Global will reimburse assessors for actual travel and subsistence expenses as pre-approved by Executive Director and the chair of QAC committee. This includes, for example, travel fares, accommodations, main meals.

In many cases the reassessment meeting can be scheduled to coincide with other events. This is encouraged in order to minimize the cost of reassessments.

General guidelines

- Original receipts are required for reimbursement of all expenses. These may include:
 - Original air fare ticket showing prices
 - Original boarding passes for airplane
 - Hotel receipts
 - Local transportations receipts
 - Receipts for meals not included in the accommodation booking
 - Receipts for visas and other legal documents required for the visit
- Expense claims must be submitted with receipts and approved by the Executive Director of the CMC-Global. ***A scanned copy of receipts may be submitted but originals must be kept by assessors on file (for at least one year) for audit purposes.***
- All expense claims must be submitted within 15 business days to the Executive Director of CMC-Global for payment.

Travel guidelines

- CMC-Global will only support economy class travel. Business or First Class fares will not be reimbursed.
- Local transportation should be provided by the local IMC. If this is not possible, public transport or taxi expenses will be reimbursed.
- Assessors will be reimbursed for reasonable hotel accommodation. Discounted room rates should be requested at the time of booking in cooperation with the local IMC.
- Assessors will be reimbursed for meals that are not provided by the IMC. Note that claims for alcoholic beverages, mini bar charges and entertainment expenses will be rejected.
- Travel costs may only be reclaimed if the journey is for the sole purpose of carrying-out a QAC assessment. Any costs associated with personal or business activities of the assessor will not be reimbursed.

Any questions related to the content of this policy or its interpretation should be directed to the Executive Director of CMC-Global.

Secretariat: C/O Maurer & Stager AG
Fraumunsterstrasse 17/Postfach 318
CH – 8024 Zurich

W: www.cmc-global.org E: cmc-global@cmc-global.org