

SITE VISIT LOGISTICS – EXPENSES AND ALLOWED REIMBURSEMENTS

AIR TRAVEL

Airline Reservations to and from Site Visit

- Examiners reserve and purchase airline tickets to and from site.
- The team leader/BPEP monitor will provide guidance about airports along with arrival and earliest departure times.
Please do not make airline reservations until you hear from your team leader.

Reimbursement for airfare to and from Site Visit

- Examiners may request reimbursement for travel expenses incurred during the site visit.
- Airline tickets are reimbursed at the coach fare advance-purchase price only.
Seat upgrades are NOT reimbursable expenses...only basic coach fare.

TICKET CHANGE FEES / EARLY WRAP-UP

- In the event that the team finishes sooner than planned - the Team Leader and NIST Monitor will give the "OK" for early departure.
- IF you are able to depart SV on an earlier flight - ***ticket change fees for coach fare tickets will be reimbursed up to \$200 total*** (this includes both the change fee and airfare difference combined).
- Ticket change fees that exceed \$200 are the examiner's responsibility.
- Any ticket change of less than three hours is not reimbursable.

POV TRAVEL

- Usage of a personal vehicle to drive to Site Visit will be reimbursed at the rate of \$0.54 per mile
- Mileage that exceeds 400 miles one way will not be reimbursable [total of 800 miles]
- When submitting for reimbursement, please provide a map of the route driven, including total mileage.

RENTAL CARS

- The team leader and the BPEP monitor determine if rental cars are needed and which team members may be reimbursed for rental cars.
Without approval by BPEP prior to site visit, payment for rental cars will be the examiner's responsibility.

GROUND TRANSPORTATION

Between Home and Airport

- A privately owned vehicle: mileage will be reimbursed at the rate of \$0.54 per mile
- Taxi, Uber, Lyft [where available] and shuttle
- Due to fiscal concerns, the Baldrige Program discourages the use of private limousine services.

Airport to Site Visit Hotel

- ASQ will use Flight Information to clarify transportation options between the airport and the hotel.
- While uncommon - if the applicant offers to provide transportation from the airport to the hotel on arrival day - team members may accept it.

Hotel to Site

- The applicant is responsible for providing transportation for the team
- Team members may not drive vehicles provided by the applicant.

Site Visit Hotel to Airport

- Team members are responsible for arranging their own transportation to the airport.
- Team members may coordinate their travel to the airport if several are departing at the same time.
- ASQ and the monitor will provide guidance.

HOTEL

Guest Rooms

- ASQ will make reservations for all SV Examiners based on arrival and departure date and times provided in the online "Travel Survey."
- All hotel rooms will bill to the master account. Examiners do not need to reserve or pay for the rooms.
- Non-meal incidentals: Examiners will be asked at check-in to provide their CC to cover these expenses.

MEALS / FOOD

Meals at the site visit hotel

- Meals and refreshment breaks will be served in the meeting room at the hotel.
- Meals ordered to the conference room will bill to the master account.
- Meals billed to your room [room service or hotel restaurant] will be paid by the Master account. **However, IF complimentary breakfast is offered by the hotel OR meals are being delivered to the meeting space, then room service cannot be billed to the master account.**

Misc. meals

- Individual examiners must pay for all other meals. Reimbursement may not exceed the meal per diem for that location.
- IF the team goes out for dinner, one person may purchase a meal for multiple team members. Please write each team member's name on the itemized receipt.

To qualify as a "reimbursable expense", detailed, itemized receipts must accompany all Credit Card receipts. A Credit Card receipt alone is not adequate documentation for meal reimbursement.

Dietary Restrictions / Favorite Snacks

- If you have a dietary restriction, [for example, Gluten Free] the Program will ask the hotel to provide GF crackers on a cheese/cracker tray, but we cannot guarantee that you will like what the hotel provides. In this case having your favorite on hand might be helpful.
- If you have a favorite snack {M&Ms, Sun Chips, licorice, etc.} that you cannot live without - please plan to bring some along.

Unfortunately, the Program is not able to reimburse for either of these expenses.

INTER-SITE TRAVEL (if applicable)

- The Applicant [not examiners] makes all arrangements for transportation between sites.
- ASQ makes all hotel reservations and payments for inter-site travel requiring an overnight stay.
- IF an examiner is traveling to an Inter-site visit and will need a hotel, the examiner must check-out of their room at the home site and re-register upon return.

GENERAL REIMBURSEMENT GUIDELINES

- Examiners requesting reimbursement must inform their BPEP monitor in advance.
- Please use the [ASQ Site Visit Expense Report](#) (available on the [Examiner Resource Center / Site Visit Review page](#))
- Remember to submit detailed clear, legible copies of the original receipts [**credit card receipts for meals are not sufficient, the itemized receipt must be provided**]
- Submit to ASQ for reimbursement within 30 days of site visit.

NON-REIMBURSABLE EXPENSES

The following expenses are not reimbursable:

- Alcohol
- Cash tips without receipts (example: curbside airline check-in, housekeeping, concierge, and bellhop). *TO CLARIFY: Tips are acceptable for transportation and meals if noted on a receipt.*
- Internet charges in guestrooms – IE internet is available in the hotel team/meeting room.

Office Supplies

- Basic office supplies are provided for the team by BPEP.
- The BPEP monitor can purchase additional supplies if needed.