# FUNDING POLICY FOR REIMBURSEMENT OF REPRESENTATIONAL TRAVEL

| | |
|---|---|
| Issue Date: | 24 October 2026 |
| Implementation Date: | 02 November 2026 |
| Version No.: | 1.0 |

## FURTHER INFORMATION

For further information on this document or other Global Accreditation Cooperation Incorporated (Global ACI) documents, contact the Global ACI Secretariat.

Email: secretariat@global-aci.org

Phone: +1 (571) 569-2614

**© Copyright Global ACI 2026**

Global ACI encourages the authorised reproduction of its publications, or parts thereof, by organisations wishing to use such material for areas related to education, standardisation, accreditation, or other purposes relevant to Global ACI's area of expertise or endeavour. The document in which the reproduced material appears must contain a statement acknowledging Global ACI's contribution to the document.

# TABLE OF CONTENTS

1. INTRODUCTION ..... 4
2. ELIGIBILITY ..... 4
3. TYPES OF SUPPORT ..... 4
4. REIMBURSEMENT FOR ELIGIBLE LIAISON REPRESENTATIVES ..... 5
5. REIMBURSEMENT FOR THE GLOBAL ACI CHAIR ..... 5
6. AMENDMENT TABLE ..... 5

# 1. INTRODUCTION

## 1.1 Purpose:

This document provides guidance on the reimbursement of persons who have been appointed to represent the Global ACI membership outside Global ACI, hereinafter referred to as Liaison Representatives, in relation to organisations with formal liaison status with Global ACI.

## 1.2 Scope:

This document is an internal procedure for use by Global ACI Committees and the Global ACI Secretariat.

This document applies to all requests for funds from the Global ACI budget allocation for representational travel related to approved official liaisons.

This document should be read in conjunction with MS-008 *Liaisons*.

# 2. ELIGIBILITY

2.1 The Global ACI Executive Committee retains overall authority for approval, continuation, suspension, or termination of liaison appointments. Bearing in mind that limited financial resources are available for this budget item, requests must meet the following criteria to receive reimbursement from Global ACI:

2.1.1 Costs associated with Global ACI's liaison activities rely heavily on funding from the Liaison Representative's own organisation. Funding for Global ACI's liaison activities may be available from Global ACI itself to cover the full or partial costs of meeting attendance, and this is determined on a case-by-case basis. Funding will be provided in cases where it is deemed appropriate by the Executive Committee, i.e. it falls within the agreed budget line-item and is considered to be a high priority;

2.1.2 Global ACI's liaison organisations are assigned a category (A, B, or C) in terms of priority by the Executive Committee; this is for internal classification only. The categories are used by the Executive Committee to assist with prioritising Global ACI's liaison activities and making decisions on funding. The Executive Committee also takes into account the relevance of the organisation's work program in terms of Global ACI's activities. See Clause 6.0 of MS-008 *Liaisons* for further information on the liaison categories; and

2.1.3 Liaison Representatives should attend meetings remotely (e.g. by Zoom, Teams, etc.), unless the Chair of the relevant Technical or other Committee has provided clear evidence to the Executive Committee that a physical presence is required to meet the requirements of the liaison activity.

# 3. TYPES OF SUPPORT

3.1 Reimbursement may be provided for Global ACI Liaison Representatives under the following categories:

- Registration costs (if applicable) for the activity;
- Airfare at Economy rate;
- Accommodation, if required;
- Meals;
- Transfer costs; and
- Visa costs.

Expenses relating to incidental costs as well as travel insurance shall be borne by the Liaison Representative or their organisation. A cap of USD 5,000 will be applied to each reimbursement.

If, for a justifiable reason, the Liaison Representative has to cancel attendance at the meeting and is not able to obtain a refund of the airfare, Global ACI will still reimburse the cost of the airfare.

## 4. REIMBURSEMENT FOR ELIGIBLE LIAISON REPRESENTATIVES

4.1 Liaison Representatives will be advised that reimbursement for their liaison activity(ies) has been approved and included in the Global ACI budget.

4.2 For any reimbursement for Liaison Representatives that was not approved or included in the Global ACI budget, the Executive Committee in consultation with the Global ACI Treasurer, will consider these requests on a case-by-case basis. Requests arising from invitations received at short notice should be submitted to the Global ACI Secretariat as soon as practicable for referral to the Executive Committee for consideration.

4.3 Where possible, claims for reimbursement should be made by the Liaison Representative's organisation, rather than by the individual.

4.4 The Liaison Representative will be required to provide a written report on the results of the liaison activity undertaken (using the template in MS-008 *Liaisons*), as well as documented records of expenses, before receiving reimbursement.

## 5. REIMBURSEMENT FOR THE GLOBAL ACI CHAIR

5.1 Reimbursement may be provided for the Global ACI Chair to attend relevant meetings, conferences, etc. after approval is given by the Executive Committee. The reimbursement requirements of this policy shall apply to travel by the Chair.

5.2 Given that requests to attend meetings are usually on short notice, an annual amount for Chair Travel will be budgeted. A cap of USD 5,000 will be applied to each reimbursement. Once this funding has been used, the Executive Committee, in consultation with the Treasurer, will consider further requests on a case-by-case basis. The Chair will recuse themselves from consideration of further requests.

## 6. AMENDMENT TABLE

| Section | Previous Version | Summary Of Changes |
|---|---|---|
| All | - | Initial issue of document |