Offsite Review (OSR) Logistics for Team Members Guide

THE TEAM

The team roster provides contact information for the institution’s Chief Executive Officer and Accreditation Liaison Officer (ALO), the WSCUC staff liaison and each person on the team.

The team biographical information informs the institution about the expertise of the team, and assists the team chair in the allocation of responsibilities during the review. If you have not already completed your VIP profile, or need to update your contact information, please do so by logging in to https://wscuc.force.com/vip/login.

TRAVEL AND HOTEL ARRANGEMENTS

- The Offsite Review (OSR) occurs in the WSCUC office in Alameda, CA. A team meeting and dinner will normally take place at the hotel on the afternoon preceding the OSR, commencing around 4 pm. The OSR takes one full day, finishing in the late afternoon.
- Team members should make their travel arrangements as soon as possible to ensure the lowest fares (see below).
- WSCUC staff will make the hotel reservations for all team members and arrange for local transportation between the hotel and the WSCUC office.
- WSCUC staff will send each person on the team a logistics form prior to the review to identify any special requests or needs regarding the hotel, food and local travel arrangements. Complete and return this form as soon as possible to the sender.
- Anyone who has particular concerns about these matters should talk directly to the assigned WSCUC staff liaison (see team roster).

REIMBURSEMENT

WSCUC reimburses expenses as detailed in the Travel and Business Expense Policy. Please complete the Expense Reimbursement Form to claim reimbursement and submit with required receipts to the WSCUC Finance Manager within 30 days of the review. Copies of receipts are acceptable, but original receipts should be retained until reimbursement has been made.

IMPORTANT

The institution pays for all team-related travel expenses. To help us keep these costs down, please read the Travel and Business Expense Policy carefully and in particular note the following:

- For plane travel, make your reservations as early as possible, and book all travel in economy class. Exceptions may be made for flights over eight hours long.
- Do not rent a car without first consulting with and receiving written approval from your assigned WSCUC staff liaison (see team roster).