

ACF Common Questions and Answers:

How do school systems typically handle the travel expenses for the team? **The \$4500 flat fee cover ALL site visit expenses except for the hotel.**

Do they pay ACF or the team member through a travel expense form? **The schools are sent an invoice 90 days prior to the site visit from ACF and the funds are paid to us. The ACF reimburses the Evaluation team.**

Does the school system arrange the hotel for team? **YES and sometimes. The schools are responsible for arranging and pre-paying for the hotel.** However, some districts will not allow the schools to pay or use their Pcard. In this case, we ask the school to send us the hotel they wish us to use and I will make the reservations on the ACF card and send the school an invoice with the confirmation the amount of the hotels (2 rooms for 1 night).

Do you prefer a reception with students serving on the first night or going to dinner with the advisory board only? **All we ask is that we have time to speak to those we need to together.** It doesn't have to be fancy or even have food. Having a gathering on the night of arrival along with the tour, allows us to spend the full day on campuses evaluating and not interviewing all day. Basically, it is up to the school.