ADMINISTRATIVE PROCESS RULE:
FEES AND TRAVEL

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INTRODUCTION

This process defines for customers and ANAB assessors and technical experts the assessment fees ANAB charges customers and the required travel requirements for ANAB assessors and technical experts.

DEFINITIONS

Standard mode of transportation (outside local area): Flying to the location of a customer using available commercial airlines from the commercial airport nearest the assessor’s home (or approved alternate location) to the commercial airport nearest the customer and return to commercial airport nearest the assessor’s home (or approved alternate location).

Standard mode of transportation (inside local area): Driving a personal vehicle or rental car to a hotel near a customer located within 250 miles of the assessor’s home.

Standard mode of transportation (multiple customers): Standard mode of transportation to be agreed upon between ANAB and the assessor.

Travel incidentals: Includes mileage to and from the assessor’s home (or approved alternate location) to the nearest commercial airport, meals, baggage fees, airport parking, tips, and typical travel-related fees.

ASSESSMENT ACTIVITY FEES

ANAB provides its potential and current customers an estimate of the fees associated with the assessment activities provided. Typical fees are outlined below:

Initial fee: Estimates sent to prospective customers require payment in the form of the initial fee, which includes at minimum the application fee and document review fee to begin the process of the accreditation assessment. After receipt of the initial fee, ANAB proceeds with the assessment process, including selecting the assessor(s) and scheduling.

Assessment day rate fee: This fee is charged to customers in full or half-day increments, typically invoiced after the assessment activity.

Base assessment fee: This is the typical assessment fee invoiced in conjunction with the assessment day rate fee per assessment activity. This fee typically covers preparation, travel time, and routine post-assessment activities of the assessor. For re-assessments (RAs), this fee and any additional assessment fees are to be paid prior to the assessment activity.

Additional assessment fee: This fee covers non-routine assessor fees incurred, typically because of multiple standards assessed and multiple sites visited during the same assessment activity.

Base annual fee: This fee is invoiced after the initial accreditation assessment. This base fee typically covers one standard for the main customer location.

Additional annual fee: This fee applies to customers who may be accredited to multiple standards and/or disciplines. Additional annual fees also may apply for customers with multiple sites.
Travel fees: These are invoiced to the customer per the Assessor and Technical Expert Travel policy outlined below. These fees are invoiced after the applicable assessment activity.

Corrective action resolution fee: If excessive post-assessment time is required to review and close a corrective action, ANAB invoices the customer appropriately after completion of the corrective action review and approval.

Granting of accreditation: All invoices shall be paid in full prior to ANAB issuing the certificate and scope of accreditation.

ANAB may discontinue further consideration of an application for accreditation or suspend or withdraw accreditation because of failure to pay an invoice by the due date. ANAB may withhold certificates and scopes of accreditation until the customer pays all invoices. Continued failure to pay outstanding fees owed to ANAB may result in other legal methods to collect all outstanding fees.

If payment is not received within 30 days of the date on an invoice, ANAB assesses a monthly 2% interest charge on the outstanding amount due, backdated to the initial invoice date. Interest continues to accrue at a rate of 2% per month until the invoice is paid in full.

ASSESSOR AND TECHNICAL EXPERT TRAVEL

ANAB policy is to use the standard mode of transportation unless there is documented justification to use an alternate mode. If the assessor proposes an alternate mode of transportation, ANAB seeks the approval of the customer.

Assessor receipts for travel expenses other than meals are submitted to ANAB along with assessor invoices. Receipts are made available to the customer on request. Meals are charged based on the GSA schedule as described in this policy below.

Mileage is reimbursed at the current IRS mileage reimbursement rate, including mileage between the assessor’s home (or approved alternate location) and the airport. If the assessor is driven to and from the airport (in a non-hired auto), round-trip mileage may be reimbursed if it does not exceed the cost of driving the assessor’s car plus parking fees.

The standard rental car class is midsize (intermediate). Full-sized cars may be used with three or more people, or with free upgrades from the rental car company. The renter of the car is authorized to purchase collision damage waiver (CDW) insurance from the rental car company to cover only the assessment activity. This cost shall be included in the cost of the rental car to be submitted to the customer for payment. Every effort shall be made to refuel rental cars before returning them because rental car company refueling charges are very costly. Use of a rental car is one of the standard modes of transportation for assessments in the local area (i.e., within 250 miles of the assessor’s home).

Assessor use of a personal car is a standard mode of transportation for assessments within 250 miles of the assessor’s home. If the assessor wishes to drive on longer trips in lieu of air travel, ANAB seeks the approval of the customer.

Assessors are authorized to stay in business-style hotels (e.g., Hampton Inn, Holiday Inn, Best Western, Marriott Courtyard, etc.). Assessors are ineligible for lodging if residing 50 miles or less from the assessed site unless approved in advance by ANAB. For international trips, the hotel should be similar to
the business-style hotels mentioned above. The assessor is allowed one night of lodging in the destination country prior to the beginning of the assessment.

Meals are invoiced at per-diem rates. The GSA rate is allocated as breakfast 20%, lunch 30%, and dinner 50% of the M&IE rate.

Other expenses may be passed on to the customer, including but not limited to assessment-related telephone calls, required passport and visa fees if directly related to ANAB business, appropriate baggage charges, exchange fees for international travel, and/or laundry or dry cleaning charges for trips of five or more consecutive work days.

Any deviations from the above are agreed upon by ANAB and the customer. Assessors may request hotel recommendations from the customer.

**INTERNATIONAL TRAVEL INFORMATION**

The U.S. Department of State Department Bureau of Consular Affairs provides travel alerts and warnings at https://travel.state.gov/content/passports/en/alertswarnings.html. ANAB reviews the website listing to confirm if the location of the customer’s facility is under a State Department travel alert or warning. ANAB also encourages its assessors to research the website and other reliable resources. ANAB will discuss the details of travel limitations with the customer and the assessor(s) who may potentially accept the assessment activity. Special travel accommodations and arrangements also may be agreed upon by the assessor and the customer to provide additional assurances related to an advisory or warning. ANAB reserves the right to limit the travel of its assessors to locations considered unsafe per the guidance of the State Department. All travel to any location by any assessor is at the sole decision of the assessor.

**REVISION HISTORY**

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<th>Revision Level</th>
<th>Revision Date</th>
<th>Description</th>
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<tr>
<td>Original Release</td>
<td>2017/05/11</td>
<td>Merges legacy ANAB and L-A-B requirements.</td>
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