

- Pre-departure information should include the contact person who will pick up the assessor team and AUNQA Sec. The mobile number, the hotel information and contact details, should also be provided.
- It is strongly suggested that when picking-up/ dropping-off of the assessor team, there should be a contact person who is a university staff representing the university or the study programme, accompany the assessor team (not only the driver alone).
- The host should cover the travel tax of the assessors traveling for the Filipinos. For the Philippines, travel tax is 1,620 Peso per person. The exact amount will be informed by the AUNQA Sec.
- For the airport tax expenses and air ticket expenses, the financial department should **separate** the two categories and thus the paper be signed separately. For airport tax(es), **it should be signed by each individual upon receiving the money. It is preferable that the money is provided in local currency or in USD.**
- The reimbursement of the air ticket **MUST BE** in the amount stated in the receipt and/or country of origin's currency written in the receipt.

11. Accommodation Arrangements

- Please make sure that the accommodation has proper working environment and sufficient lighting in the room. Insufficient light in the room will make the works of assessors more difficult.
- There is no need to prepare for dinner on the arrival date (day 0) and day 1 of the assessment, AUNQA Sec. shall inform the assessor to order room service or have dinner at the hotel in order to have internal meeting among assessors and/or AUNQA Sec. and these will be borne by the host university.
- On day 2, dinner will be by room service or dinner at the hotel. The assessor will be informed that the dinner will be borne by the host university. All expenses related to meals (room service, mini bars, and dinner at hotel) by assessors and AUNQA Sec during the event, will be borne by the host. Other expenses (laundry, etc.) will be paid by assessors' and AUNQA Sec.'s own expenses. Please confirm with the hotel that there should be no meal charges to the guest upon check-out.
- **The host university shall book a meeting room at the hotel from 4:00 pm until 11:00 pm on day 2 for assessors to discuss on the preliminary result findings and to consolidate presentation. Coffee break is to be provided.**
- The host university shall request the hotel for early check-in and late check-out provided to assessors and AUNQA Sec. where appropriate, depending on the flight itineraries.
- The accommodation must have stable WIFI connection.

12. Financial Arrangements

- There are 5 main categories of expenses incurred during the assessment:
 1. Administrative fee (1,500 USD **per assessment** for both AUN-QA Member and AUN-QA Associate Member)
 2. Development fund (1,000 USD **per programme** for AUN -QA Associate Member only)
 3. **Honorarium of the assessor**