

REIMBURSABLE COSTS FOR SITE VISIT

The Office of Planning, Evaluation, & Institutional Research (OPEIR) will complete a budget transfer to your department for \$1790 in the Fall semester to help your department pay for anticipated program review expenses. Your department administrative assistant will receive correspondence when this transfer is complete. Your department is responsible for processing/handling all program review related expenses, including payment to the external reviewer for the honorarium and travel expenses. All state travel rates must be utilized for external reviewer travel.

Below is an approximate breakdown of how you will likely spend these program review funds. If you have special circumstances and need additional funds (i.e. your reviewer is staying longer than two days), please let OPEIR know before you confirm the visit. Otherwise, any funds expended in excess of the \$1790 transferred will be the responsibility of your department.

| Item/Details | Amount |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <p>Honorarium for 2 day/2 night review</p> <p>*Note: do not pay honorarium until the evaluator provides report</p> | \$600 |
| <p>Travel Costs for external reviewer (includes mileage (at state rate of 0.32 per mile), airfare, parking, etc.)</p> <p>*Note: For airfare over \$500, get approval from OPEIR</p> | \$500 |
| <p>Hotel Expenses for 2 nights X \$85 per night (approximate)</p> <p>Suggested lodging: Read House or other local hotel honoring state rate</p> | \$170 |
| <p>Meals—Approximate breakdowns:</p> <p>Dinners: \$200 (\$20/person X 5 people X 2 dinners)</p> <p>Lunches: \$100 (\$10/person X 5 people X 2 lunches)</p> <p>Breakfast: \$20 (one breakfast—OPEIR will cover orientation breakfast)</p> | \$320 |
| <p>Photocopying/Misc.</p> | \$200 |

Note: If your department has two programs under review and you would like to use two separate external reviewers, please discuss with OPEIR. If you are approved to use two reviewers, your department will be reimbursed accordingly.