

Academic Program Review Financial Guidelines for External Reviewers

Western Kentucky University

This handout is designed to support navigation of the reimbursement and stipend process.

Step 1: Complete the Vendor Setup Process by December 5th:

- A. Around December 1, External Reviewers will receive a secure email from Jessica Dunnegan within the Provost Office, requesting vendor details.
- B. You will need to provide ACH details on the form provided in the secure email.
- C. You will also complete and submit your W-9 form.
- D. Both documents will be returned to Jessica Dunnegan by replying to the secure email received with the two completed documents attached.

Step 2: Make your travel arrangements:

- A. Our state guidelines require that you find the most economical travel arrangements possible.
- B. Once you have confirmed the date of your visit with the department chair, make your travel arrangements. The department chair may recommend a convenient hotel. The hotel closest to campus, currently, is the Staybridge Suites, but the newest and nicest hotel is now the Embassy. Note: committees typically have an organizational dinner meeting the evening before the site visit. Please double-check and confirm travel dates with the department chair before booking flights.
- C. Save your receipts and document mileage.
- D. You will have an opportunity to complete an invoice to be reimbursed for any travel expenses before the site visit.
- E. You may also decide to complete one comprehensive invoice after the visit and after the work is complete (after your committee has submitted their report).

Step 3: Submit your invoice(s)

- A. Use [this form](#) to complete your invoice (recall, you may do a preliminary invoice before traveling for travel reimbursement OR you may decide to do a comprehensive invoice after the work is complete).
- B. If you are the chair of a review committee, the standard payment for that service is \$1,500. If you are a reviewer, the standard payment for that service is \$1,000. If you are serving two reviews, one as chair and the other as reviewer, the typical payment for those services is \$2,250. Please confirm with the department chair that requested your services on the amount to be paid for your services.
- C. Submit the form to jessica.dunnegan@wku.edu with the subject header APR—External Reviewer Reimbursement—Program Name (i.e., B.S Biology)
- D. Tax notice: As a service provider (vendor), your services and travel are taxable. You will receive a 1099 for tax reporting purposes from WKU and all amounts invoiced will be included.