

Academic Program Review

Financial Guidelines for External Reviewers

External Reviewers are contractors providing a service to Western Kentucky University. Therefore, it is important that we follow state and institutional guidelines for services and reimbursement. Please read through this document for specific information regarding deadlines, reimbursements, and payments.

Completing and Returning Your Contract

Your college or department will send you a [Personal Services Contract Under \\$10,000](#) to sign and return. The college or department will complete its index and contact information and identify the service fee, authorized expenses, and dates covering all contracted work, typically February 1–June 30.

Review the contract to confirm the fee, authorized expenses, and dates of service before signing. Return the signed contract without your Social Security number. The college or department will add that information after you sign so the signed contract does not need to be returned through secure file share email.

Managing Travel and On-Site Visits

- You are responsible for making and paying for all travel arrangements. WKU will not purchase your airfare, hotel, rental car, or other travel using a WKU procurement card or reimburse you through a travel voucher.
- To request reimbursement, itemize authorized expenses on the provided invoice template and submit receipts as required by your contract and current WKU policy.
- The college or department may recommend preferred lodging and may provide meals while you are on-site as an official guest.
- Before making travel changes, contact the college or department to confirm that the contract maximum is sufficient. Reimbursement beyond the approved contract terms requires prior approval from the state.

Submitting Your Invoice

After completing the contracted work and submitting the required report(s), submit your [reviewer's invoice](#) to the college or department. You may submit an earlier invoice for authorized prepaid travel expenses.

Your itemized invoice should include:

- Service fee, as stated in your contract:
 - \$1,500 for a committee chair
 - \$1,000 for a committee member
 - \$2,250 for a chair/reviewer participating in multiple reviews
 - Another amount approved by the college or department and stated in the contract
- Authorized travel costs, as applicable:
 - Airfare and baggage
 - Mileage
 - Meals in transit
 - Rental car and fuel
 - Hotel
 - Other transportation services
- Invoice details: Dates of service, program reviewed, your name and address, invoice date, and total amount due.
- Supporting documentation: Receipts and other documentation required by your contract and current WKU policy.