# Program Review Expenditure Guidelines

Below is a list of expenditures paid on behalf of the unit by the Associate Provost for Academic Programs (APAP) office. The APAP office will pay for travel and meals for the reviewers using SIUC guidelines (economy seating on flights, per diem meals, no alcohol). Units should utilize P-CARDS to secure travel and lodging reservations, and to pay for meals associated with the review. Reviewers will be required to submit an itemized listing and receipts for per diem requests.

## External Reviewer Stipend

External reviewers will receive a stipend of $250 after the completion and submission of the program review report. The unit is responsible for preparing documentation necessary to release payment from SIU. Internal (SIU) Reviewers do not receive a stipend.

Download appropriate SIU forms for payment of vendors at <http://eforms.siu.edu/index.php> . The following forms are required.

* Invoice Distribution form
* Independent Contract Analysis Form
* SIUC Independent Contract Analysis Form (statement of purpose for collection of social security number)
* W9 Form

Obtain reviewers signatures prior to their departure, and submit the forms to the APAP office.

## Travel, Lodging, and Meals

The APAP office will provide up to $1,000 per external reviewer for travel, lodging, per diem expenditures and team meals. Costs above this cap are the responsibility of the program.

* The Hampton Inn or Home2 Suites by Hilton in Carbondale are the preferred lodging, per SIU Travel Regulations. Please request the state rate when making the reservation. Room service and alcohol are not covered.
* Travel and meals should follow SIU guidelines (economy seating on flights, per diem meals, no alcohol)
* The allotted funds should also be used to cover breakfast (day one of site visit), team dinner (day one of visit), and lunch (day two of site visit) for the review team (internal and external reviewers).
* Other than the SIUC internal reviewers, SIUC employees should not join reviewers for meals or any social events during the site visit.

The APAP office will also provide up to $100 for a lunch for the reviewers and students. No other individuals should attend the lunch. It is the responsibility of the unit to coordinate the lunch. Costs above this cap are the responsibility of the unit.

Per University expense guidelines, meals require an *Entertainment Expense Documentation (EED)* form approved in advance. The unit submits a draft EED to [apap@siu.edu](mailto:apap@siu.edu) **at the minimum** of two weeks prior to the scheduled review. All meals for the program review are to be included on one form. The APAP office obtains signatures and returns the approved EED form to the unit.

Units should use SIU P-CARDS when making reservations. The APAP office will provide budget purpose and account details for processing payments. P-CARDS purchases should be submitted on the P-CARDS request form with copies of receipts and/or supporting documentation attached.

For questions regarding program review expenditures please call or email the APAP Office, 453-7653 or APAP@siu.edu.