

## **A-State ADHE Program Review Consultant Selection, Remuneration, and Reimbursement Procedures**

The following list is intended to facilitate the consultant selection, remuneration, and reimbursement processes.

- ADHE requires two out-of-state consultants per program with only one consultant required to come to campus for a site visit. The Office of Academic Affairs will work with departments to select appropriate consultants and to decide if more than one consultant should conduct a site visit.
- Consultants must provide a completed Procurement Vendor Packet (with IRS W9 form) and a signed contract. Consultants are paid through requisition and after the *ADHE External Reviewers Report* (with CV for each consultant) is received.
- Each consultant stipend is negotiated by Office of Academic Affairs and stipends are contingent on the number of programs reviewed within the comprehensive self-study report. Lead consultants who travel to campus will be paid more than reader consultants.
- Use Hilton Garden Inn as hotel. Department/college will make reservation and have direct billed to department.
- Consultants will pay travel expenses. Reimbursed by requisition through the department/college. Consultants must present itemized meal receipts; however, no alcoholic beverages. Only consultant meals will be paid for by department/college (no spouses or children). Additional meals will need to be covered by the department/college.
- Mileage will be calculated, if necessary, at the University standard rate using Travel Office guidelines.
- The department/college will send an itemized list with copies of all receipts to Office of Academic Affairs once all expenses have been paid. Office of Academic Affairs will then do one budget transfer to the department/college to cover all expenses. The department will provide Office of Academic Affairs with the FOAP or multiple FOAPs (supplies or travel) if necessary for Office of Academic Affairs to do the transfer.