



**Academic Affairs**  
**Program Review Process**  
**December 18, 2019**

Program reviews are required every 7 years by the Florida Board of Governors that oversees higher education in the state university system. Review teams typically consist of two external members and one internal member from a different college and department to the program being reviewed. As part of the review, a site visit is needed to conduct interviews with administrators, faculty, staff and students. This guide will help with processing the internal reviewer's stipend payment, and the external reviewer's travel and honorarium.

Almost all expenses related to Program Reviews, including stipend payments and external review travel, are covered by the Office of the Provost. When processing a reimbursement or expense report in Workday please use SmartTag: **TAG000023 Assessment and Instruction**, and the Activity Code: **Provost - Departmental Program Review Cost**.

SmartTag	*	<input type="text" value="TAG000023 Assessment and Instruction"/>	...	⋮
Fund	*	<input type="text" value="FAU_F0000 Grants and Aids"/>	...	⋮
Cost Center	*	<input type="text" value="CC0399 Assessment and Instruction"/>	...	⋮
Grant		<input type="text"/>		⋮
Project		<input type="text"/>		⋮
Expense Treatment	*	<input type="text"/>		⋮
Activity		<input type="text" value="Provost - Departmental Program Review Cost"/>	...	⋮
Additional Worktags	*	<input type="text" value="Business Unit: BU001 Boca"/>		⋮
		<input type="text" value="Program: PG4600 Academic Administration"/>		

All reviewers, internal and external, are to receive a \$1,500.00 stipend/honorarium for participating in the process. The stipend/honorarium should be processed once the reviewer has submitted their report.

- Internal reviewers/FAU employees should be processed using the One Time Payment business process filling in the SmartTag and Activity Code listed above. The Reason Code and One-Time Payment Plan will both be listed as **Stipend**.
- External reviewers will need to complete the [IRS W-9](#) and the [Independent Contractor Checklist](#) in order to receive payment through Accounts Payable. Please use the Spend Category: **Honorarium** and include the SmartTag and Activity Code listed above. You will need to setup the external reviewer as a supplier in order to process reimbursements through Accounts Payable.

External Reviewers who travel to FAU should be reimbursed for all costs related to travel including, but not limited to airfare, hotel, taxi/rideshare and per diem meals. **Please note: the direct cost of meals where a department is hosting the external reviewer will not be covered by the Office of the Provost.** Also, any meals provided to the reviewer by the department should be excluded from the total per diem reimbursed to the external reviewer.

The external reviewer pays out-of-pocket for all travel expenses and provides receipts for reimbursement to the department. There is no need for meal receipts as reviewers can only be reimbursed at the per diem daily rate minus any meals provided. Utilize the **Create Supplier Invoice Request** business process to create the reimbursement for the external reviewer selecting the appropriate spend categories for travel. Given that the reimbursement is paid out through Accounts Payable, the external reviewer will need to be an established supplier in Workday using the same information gathered for the Honorarium payment. Please include the SmartTag and Activity Code listed above when completing this business process.

Departments may utilize a PCARD to purchase the **hotel only**. This requires the creation of a **Spend Authorization** by the card holder with the external reviewer's name in the Description and Justification fields. Please include the SmartTag and Activity Code listed above on the spend authorization, and on the final expense report.

For questions regarding allowability of expenditures please contact Debra Szabo – [dszabo@fau.edu](mailto:dszabo@fau.edu).

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