

Morehead State University

Office of Planning, Performance & Effectiveness

Guidelines for Program Accreditation Site Visit Costs

The Office of Planning, Performance and Effectiveness will provide financial support for expenses incurred during a program accreditation site visit (reaffirmation, review, etc.).

Reimbursable expenses include:

- Invoiced fees from the accrediting body
- Costs that are not reimbursed or paid through an accrediting body fee or invoice for the site visitors that may include: meals, lodging, flight, baggage fees, rental car, mileage or other transportation costs incurred.

Non-reimbursable expenses include:

- Gifts for the site visitors (Welcome kit/bags/baskets, flowers, etc.)
- Copies of reports in excess of number needed for accrediting body/site visitors
- Snacks for use in workroom or hotel room
- Food/catering for faculty, students, community/advisor members
- Office supplies
- Lodging for anyone other than site visitor/evaluator(s)
- Meals for anyone other than site visitor/evaluator(s)

Process to request reimbursement:

1. Complete the expense reimbursement form found at: (www.moreheadstate.edu/Administration/PPE/Accreditation)
2. Forward completed form and backup documentation (invoice, receipts, travel requests/vouchers, etc.) via email to the Office of Planning, Performance & Effectiveness.
3. The request will be reviewed and a decision will be made on approvals of reimbursements.
4. The department will be notified of the approved amount.
5. The Office of Planning, Performance & Effectiveness will transfer the approved amount to the department accreditation budget line (object code 5145600, Accreditation).
6. Once the transfer is complete, the department will be notified so that they can process the payment from their budget.