

Morehead State University

Office of University Assessment & Testing

Program Accreditation Site Visit Cost Guidelines

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

Reimbursable Expenses include:

- Invoiced fee from 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.

Expenses that are not reimbursable by the Office of University Assessment & Testing:

- Gifts for the site visitors (Welcome kit/bags/baskets, flowers, etc.)
- Copies of reports in excess of number needed for accrediting body/site visitors +5 (chair, school/college, accreditation office, provost, president)
- 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 reimbursement form (www.moreheadstate.edu/accreditation/)
2. Forward completed form and backup documentation (invoice, receipts, travel requests/vouchers, etc.) via email to the Director of University Assessment & Testing (Dr. Shannon Harr - s.harr@moreheadstate.edu) with a copy to Kathy Hargett (k.hargett@moreheadstate.edu).
3. The request will be reviewed by the Director of University Assessment & Testing and a decision will be made on approvals of reimbursements.
4. Once the decision is made notification of the approved amount to be reimbursed will be sent to the department.
5. Our office will transfer the approved amount to the department accreditation budget line (object code 5145600, Accreditation).
6. Once the transfer is complete our office will again notify the department that the transfer of funds is complete.
7. The department can then make the necessary payments directly from the accreditation line.