

Morehead State University

Office of Planning, Performance, and Evaluation

Program Accreditation Site Visit Cost Guidelines

The Office of Planning, Performance and Evaluation 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 Planning, Performance, and Evaluation

- 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 reimbursement form (www.moreheadstate.edu/accreditations/)
2. Forward completed form and backup documentation (invoice, receipts, travel requests/vouchers, etc.) via email to the Director, University Assessment.
3. The request will be reviewed 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 notify the department that the transfer of funds is complete.
7. The department can then make the necessary payments directly from the accreditation line.