

**ACADEMIC PROGRAM REVIEW**

**FUNDING: HONORARIA, TRAVEL, AND MEALS**

**A. Funding**

1. Funds to cover external reviewer travel, lodging, and honoraria as well as dining and incidental expenses associated with the program review will be transferred to the program by the Office of the Provost. Based Federal Per Diem Rates for Arlington / Fort Worth / Grapevine Texas. <https://www.gsa.gov/portal/category/100120>
2. The total funding per reviewer that will be transferred is \$2,803 + actual airfare costs, Funds for hotel, meals and incidental expenses will be adjusted based on current Federal per diem rates for Arlington, Texas. The other rates will be reviewed annually. As airfare costs vary actual costs will be covered and reimbursed separately.
3. The program must contact Office of the Provost and provide the names of the travelers and the departmental cost center to receive the fund transfers.

**B. Payments**

1. Each external reviewer (up to two reviewers) will be paid an honorarium of \$1,100 per day for the two days they are on campus (maximum of \$2,200) and the time involved writing their final report summarizing the findings of the review.
2. The program must send a copy of supporting documentation to Provost's Office (Holly Zander) for reimbursement for airfare.
3. Meals during the two-day review should be hosted by a faculty member from the department undergoing review. It is common practice for at least one of the UTA members of the PRT and additional faculty from the program to join the external reviewers at these meals. The program must cover these meal expenses using the funds provided by the Provost's Office and their own internal resources.
  - a. Receipts should be submitted by the host to the Administrative Assistant in the program being reviewed for reimbursement of meal expenses.

**B. Administrative Procedures Related to Honoraria Travel and Meals**

1. The PRT Chair provides administrative assistant in the unit the name, address, phone number, email address, title and employer of each external reviewer.
  - a. The administrative assistant sends the external reviewers' contact information to the Office of the Provost (Holly Zander) and provides a cost center for transfer of funds to cover external review expenses.
2. The administrative assistant of the program makes travel and hotel arrangements for the external reviewers.
  - a. Airfare will be reimbursed to the department at cost. The administrative assistant must send a copy of supporting documentation to Provost's Office (Holly Zander) for reimbursement.

- I. External reviewers should arrive the day before the site visit meetings begin and depart after the final exit interview with the provost and others on the second day of the review.
- b. In general, the external reviewers are not expected to incur any expenses during their visit. Funds transferred to the program by the Provost's Office are to be used to cover the costs of their meals and incidental expenses (and airfare).
  - I. The external reviewer will be responsible for any personal hotel expenses incurred (phone calls, movies, etc.) and should pay the hotel directly. Paid parking at the reviewer's home airport is the responsibility of the reviewer.
- c. External reviewers must meet with the unit's Administrative Assistant at the beginning of their visit to sign any necessary paperwork and verify their correct mailing address. The external reviewers should also bring their driver's licenses so copies can be made for identification.