

Office of Assessment and Program Review How to Reimburse an External Reviewer (No CSU Affiliation)

Department Responsibilities

- All costs to host external reviewer (except honorarium; processed by OAPR)
 - Accommodations (booked in advance by department)
 - Flight reimbursement (external reviewer purchases themselves)
 - Mileage/Rideshare/Rental car reimbursement
 - Meals / snacks / refreshments for visit and throughout travel

Reimbursing External Reviewers

State Funds

- Forms needed
 - Direct Pay Form
 - Itemized / paid receipt(s)
 - Agenda
 - Google Maps page showing distance to confirm mileage (if reimbursing for mileage)
 - Approved Hospitality Authorization Form (hotel, food, beverage)
 - Pre-filled Hospitality Authorization Form found [here](#)
 - Packet emailed as one PDF document to **cpp-ap@cpp.edu** to process reimbursement within 60 days of trip
- Check mailed to external reviewer

Chartfield String

Account - Fund - Dept. ID - Program Code - Class Code

- Accounts: 660003 (S&S), 606001 (Travel- In State), 606002 (Travel- Out of State)
- Fund: Match fund from college budget transfer
- Program Code: Match program code from college budget transfer
- Class Code: Match class code from college budget transfer

Foundation Funds

- Forms needed
 - Disbursement Voucher Form
 - Vendor Data Record Form
 - Itemized / paid receipt(s)
 - Agenda
 - Packet emailed as one PDF document to **fdnap@cpp.edu** to process reimbursement within 60 days of trip
- Check mailed to external reviewer

CPP Travel Policy and Procedures

- All travel should abide by CPP/CSU travel guidelines
- For more information and resources related to university travel, please [click here](#)

(There may be process exceptions when the external reviewer is from another CSU campus)