

# Academic Program Review Financial Guidelines for External Reviewers

## Western Kentucky University (rev. 9-18-24)

*This handout supports navigation of the travel, reimbursement, and stipend processes.*

### Step 1: Complete the WKU Unimarket Process **by December 6**

- A. By the end of November, External Reviewers will receive an email from WKU Purchasing for a link to Unimarket requesting registration—make sure to check your Junk email folder.
- B. When asked to enter “Business or Trading Name” use your individual name (i.e. John Smith).
- C. Register as an Individual and not Company / Organization.
- D. Tax Number will be your Social Security Number.
- E. Provide your W-9 under the tax profile.
- F. Email [support@unimarket.com](mailto:support@unimarket.com) or call 1-888-868-5929 with any questions about registration.

### Step 2: Make your travel arrangements

- A. Our state guidelines require that you find the most economical travel arrangements, possible. Please see [WKU Travel Policy](#) for details. Additional travel information is found [here](#). See also this [FAQ](#).
- B. Once you have confirmed the dates of your visit with the department chair, make your own travel arrangements. The Commonwealth of Kentucky requires external contractors/reviewers to make their own arrangements even though you will be reimbursed for them. For lodging, we recommend [Hyatt Place Bowling Green](#) which is adjacent to campus. Note: Committees typically have an organizational dinner meeting the evening before the site visit. Please double-check and confirm travel dates with the department chair before booking flights.
- C. Save your receipts and document mileage.
- D. You will have an opportunity to complete an invoice to be reimbursed for any expenses before the site visit.
- E. You may decide to complete one comprehensive invoice after the visit and after the work is complete (after your committee has submitted their report).

### Step 3: Submit your invoice(s)

- A. Use [this form](#) to complete your invoice (recall, you may do a preliminary invoice before traveling OR you may decide to do a comprehensive invoice after the work is complete).
- B. Submit the form to [jessica.dunnegan@wku.edu](mailto:jessica.dunnegan@wku.edu) with the subject header APR—External Reviewer Reimbursement—Program Name (i.e., B.S. Biology).