

**Division of Academic Affairs
Academic Program Review**

Expense Request Worksheet

The Office of the Provost will provide up to \$2500 to help defray costs¹ related to conducting academic degree program reviews.² To request a transfer of program review funds, please email the information and cost estimates as noted below to Eileen Saunders, Executive Assistant, Provost's Office (esaunders@uwf.edu).

Costs related to External Consultant

- a. Name: _____
- b. [Program Review Payment Application Form Amount](#) \$ _____

Submitted by: _____

Date: _____

Department: _____

Account Index Number: _____

Notes:

¹ Does not include costs for food, beverages, or entertainment other than allowable by state policy for reimbursement of meals associated with the external consultant's travel.

² Excludes accreditation reviews if the Office of the Provost has provided a supplemental appropriation to the department for accreditation.