

**Division of Academic Affairs Academic
Program Review**

EXPENSE REQUEST WORKSHEET

The Provost's Office will provide up to \$2500 to help defray costs¹ related to conducting academic degree program reviews². To request a transfer of program review funds, please provide the information and cost estimates as noted below and submit to Eileen Saunders, Executive Assistant, Provost's Office, (esaunders@uwf.edu).

1. Costs related to External Consultant \$ 2500.00
 - a. Professional Services Contract (PSC) Amount Completed
 - b. Name of Reviewer:

Submitted by:
Department:
Index Number:

NOTE:

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.