Pre-site Visit Business Process

**VPAIE**

- Schedules initial and exit meeting
- Notifies department of site visit date(s).
- Processes VP2 for airfare for external reviewer (CLIBA)

**Department**

- Letters forwards list of reviewers to VPAIE
- Forwards a copy of signed Service Agreement to VPAIE
- Contacts reviewers regarding transportation preference
- Performs a final destination analysis
- Make tentative flight arrangements and notifies VPAIE
- Provides travel and hotel information to department
- Site visit is held

**Dean**

- Forwards list of reviewers to VPAIE
- Checks Dean's calendar to ensure availability
- Contacts selected reviewers to identify 2-3 potential dates for site visit
- Prepares Service Agreement for reviewers
- Contacts reviewers to verify availability
- Finalizes flight arrangements (24 hours)
- Makes hotel reservations
- Sends flight and hotel information to department
- Processes VP2 for airfare for external reviewer (CLIBA)
### Post-site Reviewers Reimbursement

**Department**

1. **Start**
   - Collects all supporting documentation (original receipts) from reviewer

2. **Reimbursable per Service Agreement?**
   - **Yes**
     - Prepares Travel Reimbursement Settlement (TRS) Form
   - **No**
     - Reviewer contacted by dept. to review reimbursable expenses

3. **Yes**
   - Sends TRS Form and supporting documentation (including hotel expense) to VPAIE
   - End

4. **No**
   - Collects all supporting documentation (original receipts) from reviewer

5. **Are the materials correct?**
   - **Yes**
     - Prepares Travel Reimbursement Settlement (TRS) Form
     - End
   - **No**
     - Reviews materials for accuracy

6. **Reviews materials for accuracy**
   - Sends copy of documentation to department
   - DTS processes payment to reviewer
   - Reviewer receives reimbursement via DTS
   - End

7. **Processes VP2 for hotel expenses (CLIBA)**
   - Sends copy of documentation to department
   - DTS processes payment to reviewer
   - Reviewer receives reimbursement via DTS
   - End

8. **Prepares VP2 for incidentals**
   - End

### Post-site Departmental Reimbursement

**VPAIE**

1. **Start**
   - Two dept. faculty take reviewers to dinner
   - Collects original receipt(s) for dinner (itemized list is required)

2. **Are the materials correct?**
   - **Yes**
     - Initiates a Inter Departmental Transfer (IDT) to department for Honoraria
     - Department receives IDT
     - End
   - **No**
     - Sends BEF Form and supporting documentation to VPAIE

3. **Sends BEF Form and supporting documentation to VPAIE**
   - Prepares Business Expense Form (BEF)
   - End
Post-site Visit Processes: Institutional Response and Honoraria

<table>
<thead>
<tr>
<th>VPAIE</th>
<th>Dean/Provost</th>
<th>Department</th>
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<tbody>
<tr>
<td>Start → Reviewers prepare report</td>
<td>Reviewers submit report to VPAIE</td>
<td>VPAIE distributes report to Dean and Provost</td>
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<td>VPAIE contacts reviewers for clarification</td>
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<td>Dean/Provost review report</td>
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<td>Are there any questions about the report?</td>
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<td>Department receives IDT</td>
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<tr>
<td>Yes → VPAIE initiates a Inter Departmental Transfer (IDT) to department for Honoraria</td>
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<td>Department prepares response for Dean</td>
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<td>VPAIE forwards report to Vice Provosts and Department</td>
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<td>Provost sends University response to department</td>
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<tr>
<td>No → VPAIE distributes report to Dean and Provost</td>
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<td>Department begins implementation of adopted strategies</td>
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<td>Dean prepares College response for Provost</td>
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<td>Provost sends University response to department</td>
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<td>Progress is reviewed one year later</td>
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