

Payment Options for AOQF Peer Reviewers

2024-2025 Academic Year

Beginning in Fall 2024, the AOQF Peer Reviewer compensation will be tracked and processed solely by Distance Education (i.e. no longer in conjunction with CAFE Perks). To receive \$500 compensation, AOQF Peer Reviewers must complete three timely and accurate reviews during a semester. AOQF Peer Reviewers will have the following options as to how they can receive payment:

1. **Travel** – AOQF Peer Reviewers can use this option to assist in funding travel-related expenses (airfare, conference fees, etc.). If they use funds for travel, **they must complete their travel by April 30, 2025**. Travel claims must be completed by May 15, 2025 to ensure fiscal year 2025 funds are utilized. If they choose to use the compensation for travel, they will need to contact Steve Conklin (conklins@apsu.edu) to provide him with the name of the person filling out the travel authorization and claim; Steve Conklin and Anna Carrie Webb will need to be listed as approvers on the travel authorization and claim since a Distance Education FOAP will be used to cover some of the travel expenses.
2. **Professional Development** – If they choose to purchase professional development supplies, they will need to contact Steve Conklin (conklins@apsu.edu) to provide him with the contact information of the person making the purchase. Steve will send the contact person our departmental FOAP and an email confirming that the Executive Director, Distance Education has approved the use of the Distance Education FOAP to make the purchase. **All purchases must be completed by May 15, 2025 and received by June 1, 2025.**
3. **Extra Compensation** – AOQF Peer Reviewers can choose to have earned funds paid as extra compensation (keep in mind that your compensation will be taxed). Please email Steve Conklin (conklins@apsu.edu) to request the funds as extra compensation and he will route an Adobe Sign document to the appropriate parties.

Notes:

1. The AOQF Peer Reviewer must contact Steve Conklin (conklins@apsu.edu) in Distance Education to specify their fund disbursement preference. If they have not contacted Distance Education by May 15, 2025, all funds owed to AOQF Peer Reviewers will be paid out as extra compensation by default.
2. If you use a personal credit card to pay for expenses, you will receive your fund disbursement as extra compensation.