

Payment Options for AOQF Reviewers

2025-2026 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 at least three 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, 2026**. Travel claims must be completed by May 15, 2026 to ensure fiscal year 2026 funds are utilized. If they choose to use the compensation for travel, they will need to contact Hannah Brown (brownh@apsu.edu) to provide her with the name of the person filling out the travel authorization and claim. Since approvers cannot be added to the travel system, Hannah will need to be notified via email when the departmental FOAP is used to pay for faculty expenses.
2. **Professional Development** – If they choose to purchase professional development supplies, they will need to contact Hannah Brown (brownh@apsu.edu) to provide her with the contact information of the person making the purchase. Hannah will send the contact person the Distance Education departmental FOAP and an email confirming that the Executive Director has approved the use of our FOAP to make the purchase. **All purchases must be completed by May 15, 2026 and received by June 1, 2026.**
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 Hannah Brown (brownh@apsu.edu) to request the funds as extra compensation, and she will route an Adobe Sign document to the appropriate parties.

PLEASE NOTE:

1. The AOQF Peer Reviewer must contact Hannah Brown (brownh@apsu.edu) in Distance Education to specify their fund disbursement preference. If they have not contacted Distance Education by May 15, 2026, all funds owed to AOQF Peer Reviewers will be paid out as extra compensation by default.
2. If you use a personal credit card for PD supplies, you will receive your fund disbursement as extra compensation.