

**Policy Number: 604.0**

**Policy: Administrative Recruitment**

**Effective Date: 7/2015**

**Revision Date: 7/2015**

**Approved by: Terrie Iverson, Administrative Vice Chancellor**

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**POLICY:**

- I. University policy prohibits expenditure of funds for food or entertainment except for educational expenses including workshops, seminars, and conferences where the food is included as part of the cost. Meal expenses relating to recruitment of prospective administration are considered entertainment and are included in this policy.
- II. Food will be reimbursed for the prospective administrative candidate and **one member** of the official search committee (or a representative) per meal, and while it is understood that candidates may often be in town for more than one day, reimbursement will be made to departments for only one “official” interview day. Attendance and reimbursement of additional campus representatives or additional day’s meals must be approved by the Vice Chancellor of Administrative Services in advance and must be funded from sources other than University funds.
  - A. To be reimbursed, itemized food and entertainment receipts must be attached to a completed BPA and submitted to the Vice Chancellor of Administrative Services. A Hospitality form is needed for food expenses over \$30.00. Credit card receipts are not acceptable unless itemized. Use index 616026.
  - B. Expenses for all meals may include the tip up to 20% of the cost of the meal. Maximum reimbursement for meals and the tip (candidate and one search committee member) is: Dinner- \$100, lunch - \$40 and breakfast - \$30 (total \$170). Alcoholic beverages will not be reimbursed. The Vice Chancellor of Administrative Services must also pay for additional guests approved in advance, from funding sources other than University funds.
  - C. The department may make alternative arrangements during the interview such as lunch with students and department faculty and staff or other similar gatherings. Costs for these events must be paid by the department with sources other than University funds.
  - D. Airline tickets must be purchased by the administrative candidate. The original receipt from the ticket or electronic ticket, along with a signed W-9 form to include the candidate’s social security number, and BPA form are required for reimbursement. Should the candidate withdraw and not come to the campus the ticket will not be reimbursed.
  - E. Reservations for hotels are to be made with facilities that offer state/government rates. Reimbursement is for the prospective administrative person only and the candidate must pay for any additional people in the room if a differential rate is applied.
  - F. If members of the search committee incur additional recruitment expenses, e.g., mileage for site seeing tours, they will not be reimbursed unless the expenses were pre-approved by the Vice Chancellor of Administrative Services and from funding sources other than University funds.
  - G. The Vice Chancellor of Administrative Services will not fund expenses beyond food, candidate travel by personal automobile or airline, and lodging.
  - H. Exceptions must be approved by the Vice Chancellor of Administrative Services or designee.