

GUIDELINES FOR FACULTY RECRUITMENT TRAVEL AND ENTERTAINMENT

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 faculty are considered entertainment and are included in this policy.

Food will be reimbursed for the prospective faculty 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 college dean in advance and must be funded from sources other than University funds.

- To be reimbursed, **itemized** food and entertainment receipts must be attached to a completed BPA and submitted to the Office of the Provost. ***Hospitality forms are needed for food expenses over \$30.00.*** Credit card receipts are not acceptable unless itemized. Use index 611051.
- Expenses for all meals must be reasonable and may include the tip up to 20% of the cost of the meal. Maximum reimbursement for dinner and the tip (candidate and one search committee member) is **\$100**, lunch is **\$40** and breakfast is **\$30**. **Alcoholic beverages will not be reimbursed.** The Department or College will also pay for additional guests approved in advance and must be funded from sources other than University funds. The department may also make alternative arrangements such as a lunch with students and department faculty and staff or other similar gatherings. The maximum allowable expense for this type of event in conjunction with other meals would be the sum of the three expenditures above (\$170) and any other costs above this for events during the interview will be funded by the department and also must be paid for with sources other than University funds.
- Airline tickets must be purchased by the faculty candidate and the original receipt from the ticket or electronic ticket along with a signed W-9 form to include the candidate’s social security number on a BPA form are required for reimbursement. Should the candidate withdraw and not come to the campus the ticket will not be reimbursed.
- Reservations for hotels are to be made with facilities that offer state/government rates. Reimbursement is for the prospective faculty person only and the candidate must pay for any additional people in the room if a differential rate is applied.
- 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 appropriate department chair and dean and will be paid for from department or college accounts.
- The Provost Office will not fund expenses beyond food, candidate travel by personal automobile or airline, and lodging.