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 faculty are included in this policy.

II. Food will be reimbursed for the prospective faculty candidate and a minimum of two members 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 college or department state or foundation funding sources.

   A. To be reimbursed, itemized food and entertainment receipts must be attached to a completed Banner Payment Authorization (BPA) and submitted to the Office of the Provost. A Hospitality form is needed for food expenses over $50.00. Credit card receipts are not acceptable unless itemized. Use index 611051.

   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 a minimum of two search committee members) must be a reasonable and economical expense for each Breakfast, Lunch and/or Dinner. Search committees must be judicious in balancing welcoming hospitality and excessive dining expenditures. Beverages and food items containing alcohol, CBD, or any controlled substances will not be reimbursed. Purchasing food items/supplies to be prepared in a personal home does not meet the appropriate health standards proscribed by applicable municipal, state, and federal laws and regulations and are not allowable. The Department or College must also pay for additional guests approved in advance, from college or department funding sources.

   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 and approved prior to each event by the Provost & Vice Chancellor for Academic Affairs.

   D. Airline tickets must be purchased by the candidate. The University will reimburse exact ticket costs up to $800 of economy airfare only. Any exceptions must be pre-approved by the Provost & Vice Chancellor for Academic Affairs. 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 candidate only and the candidate must pay for any additional people in the room if a differential rate is applied. Hotel accommodations may be reimbursed for up to two nights. Any additional nights must be pre-approved by the dean and reimbursed by using college funds.

   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 appropriate department chair and dean and from funding sources other than University funds.
G. The Provost Office will not fund expenses beyond food, candidate travel by personal automobile or airline, and lodging.

H. Exceptions must be approved by the Provost & Vice Chancellor for Academic Affairs or designee.