**Policy Number: 604.0**
**Policy: Administrative Recruitment**
**Effective Date: 7/2015**
**Revision Date:10/2023**
**Approved by:** Vice Chancellor for Administration and Finance

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# POLICY:

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 included in this policy.

Food will be reimbursed for the prospective administrative 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 Vice Chancellor for Administration and Finance 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 Vice Chancellor for Administration and Finance. A Hospitality form is needed for food expenses over $50.00. 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 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 Vice Chancellor for Administration and Finance 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 and approved prior to each event by the Vice Chancellor for Administration and Finance.

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 Vice Chancellor for Administration and Finance. 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.

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 for Administration and Finance and from funding sources other than University funds.

G. The Vice Chancellor for Administration and Finance will not fund expenses beyond food, candidate travel by personal automobile or airline, and lodging.

H. Exceptions must be approved by the Vice Chancellor for Administration and Finance or designee.