

GUIDELINES FOR RECRUITING RELATED EXPENSES

On-Campus Interviews

1. Once candidates have been selected for on-campus interviews, hotel accommodations for each candidate should be made by contacting the Executive Assistant in the Provost's Office so that we may receive the University's reduced rate. Hotel costs and mileage or airfare will be covered by the Provost's Office.

The candidate should make travel arrangements to visit the university. They should be urged to find the lowest possible airfare. If the receipt for airfare is sent to the Executive Assistant in the Provost's Office well in advance of their visit, they can be reimbursed upon arrival on campus. If they are not reimbursed while on campus, a check will be sent to their home address shortly after their interview. Candidates receiving mileage will be reimbursed after the interview has taken place and will need to provide documentation (from GoogleMaps, Mapquest, etc.).

2. If Departments plan on eating in the CDR or Post 95 during on-campus interviews, contact the Executive Assistant in the Provost's Office in advance so the assistant can make arrangements. Include the date, time and names of attendees when contacting the Provost's Office.
3. Care should be taken to choose reasonably-priced restaurants for dinners attended by the candidate and department members. The same applies to refreshments eaten on campus and ordered from University Foodservice (Parkhurst). **The Provost's Office will cover up to \$200 in meal/beverage expenses for each visiting candidate while they are on campus (no alcoholic beverages will be covered by the University).** Any additional expense must be paid for by the host department.
4. All receipts for expenses incurred during a recruiting visit, along with completed Check Requests for Reimbursement to candidates/departments, must be submitted to the Executive Assistant in the Provost's Office no later than one month after the completion of the search. Any receipts submitted after that period will not be reimbursed. **All receipts for meals must be itemized. They must also include names of attendees.**
5. When using your Department Pro-Card for any recruiting-related expenses, documentation and itemized receipts for all purchases made with the card must be sent to the Executive Assistant in the Provost's Office before an account number will be given.

Conference Attendance

1. Attendance of Search Committee members at national conferences for the purpose of conducting preliminary recruiting interviews must be pre-approved by the Provost and will be limited to a maximum of 2 faculty members.
2. After consultation and approval by the Provost, the Provost's Office will provide up to \$45 per day to pay for meals for faculty members who attend a national conference to interview candidates. **All receipts for meals must be itemized.**