

GUIDELINES FOR RECRUITING RELATED EXPENSES

1. Attendance of Search Committee members at national conferences for the purpose of conducting preliminary recruiting interviews will be limited to a maximum of 3 faculty members.
2. Either the host Department or the Candidate may make travel arrangements to visit the University. Hotel accommodations will be covered by the Provost's Office so that the University can take advantage of reduced rates for Wittenberg guests.
3. The Provost's Office will provide up to \$45 as a per diem to pay for meals for faculty members who attend a national conference to interview candidates. **All receipts for meals must be itemized.**
4. Once candidates have been selected for on-campus interviews, hotel accommodations for each candidate should be made by contacting the Provost's Office – again, so that we may receive the University's reduced rate. If the Provost's assistant is absent from her office for an extended period (several days or more), departments may make their own arrangements for candidates by contacting Emily Rhoads or Jennifer Grunwald at Springfield's "Courtyard by Marriott" (937.322.3600). You should make certain you reference the Provost's Office in your reservation request, reminding the staff that hotel invoices should be FAXed or emailed to the Provost's Office following your candidate's visit. Similarly, if you wish to make accommodations at another local establishment, ask the Reservation Clerk to "direct bill" the Provost's Office at Wittenberg. Hotel costs and airfare will be covered by the Provost's Office. Candidates should be urged to find the lowest possible airfare.
5. If Departments plan on having food/beverages during on-campus interviews (*e.g., candidates meeting with students, breakfast meetings, etc.*), these meetings, **if at all possible**, should be scheduled for a room in the Student Center so as not to incur a delivery charge for refreshments.
6. **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 (Sodexo). The Provost's Office will cover up to \$150 in meal/beverage expenses for each visiting candidate. Any additional expense must be paid for by the host department.**
7. All receipts for expenses incurred during a recruiting visit, along with completed Check Requests for Reimbursement to candidates/departments, must be submitted to 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.**
8. 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 Provost's Office immediately.