

Policy: Faculty Recruitment

Effective Date: 7/2015

Revision Date: 10/2023

Approved by: Academic Vice Chancellor

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

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- 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.