

Recruitment Expenses

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I. Purpose

To enable the University to attract and compete for the most qualified faculty and staff, and provide guidance for reimbursement of recruitment expenses directly to the potential employee or to the University employee hosting the event.

II. Responsibilities

A. Department

1. Clearly communicate with the prospective employee and explain what expenses they will be reimbursed by the University prior to the visit. (see policy below)
2. Arrange lodging and transportation for the visitor and pay by University Procurement Card when appropriate.
3. Collect receipts for expenses to be reimbursed directly to prospective employee.
4. Prepare a PRD for reimbursement. (see procedures below)

B. University Host/Employee

1. When hosting a visitor, collect receipts for all expenses incurred for the related activities and events and submit them for reimbursement. (see procedures below)

C. University Financial Services

1. Ensure all expenses are in compliance with this policy and approve the requests for payment/reimbursement when appropriate.

III. Policy

A. Reimbursement of Expenses to Prospective Employees

1. Prospective employees may be reimbursed for the following expenses incurred during the recruitment process, providing the employee resides 75 miles or more from the campus:
 - a. Actual cost of transportation to and from the interview site, including local transportation. (Expenses for personal automobile use are limited to the mileage amount authorized by University travel regulations).
 - b. Actual cost of food and lodging.
 - c. Expenses for transportation, food, and lodging for an accompanying partner (limited to one visit).
 - d. Until the candidate has accepted the position, the candidate is on recruitment status. Multiple trips are acceptable for recruitment purposes. Post-acceptance expenses, such as travel to locate a new home or moving expenses are considered relocation expense. See E-7-8

B. Reimbursement to University Host/Employee for Recruitment Expenses

1. A University Host/Employee maybe reimbursed for expenses incurred when coordinating/hosting recruitment activities (luncheons, dinners, or receptions, etc.) for the purpose of allowing the prospective employee to meet with a search committee, other hosts, and/or faculty/staff within the department. The University host/employee sponsoring and paying for the events should maintain receipts of all expenses and submit a PRD requesting reimbursement. (See the [Discretionary Expenditure Policy](#) for funding requirements.)
2. Open and enhanced procurement card may also be used for such expenses.

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Documentation requirements listed in procedures also apply to procard edit documents.

3. Hiring officials are urged to use good judgement when incurring recruitment expenses. It is responsibility of the hiring official to identify the sources of budgeted funds to cover all costs of the recruitment process.

IV. Procedures

A. Payment Procedure for Reimbursement of Recruitment Expenses

1. A PRD shall be submitted for reimbursement of recruitment expenses using commodity code 80111701 Recruitment of employees and students, general ledger code 530502 and the documentation should contain:
 - a. Original paid receipts of all itemized expenditures must be attached.
 - b. Name of prospective employee.
 - c. Position Title for which the recruitment expenses were incurred.
 - d. A listing of University hosts and any accompanying partners attending the activities when appropriate.