

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. Prior to the visit, clearly communicate with the prospective employee and explain what expenses they will be reimbursed by the University.
2. Arrange lodging and transportation for the visitor and pay by University procurement card when appropriate.
3. Collect itemized receipts for expenses to be reimbursed directly to prospective employee.
4. Prepare a PRD for reimbursement.

B. University Host/Employee

1. When hosting a visitor, collect itemized receipts for all expenses incurred for the related activities and events and submit them for reimbursement.

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 they reside 50 miles or more from the campus or work location:
 - 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 one accompanying partner, spouse or child (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 [BPM E-7-8 Relocation Allowance for Hired or Transferred Faculty and Staff](#).

B. Reimbursement to University Host/Employee for Recruitment Expenses

1. A University Host/Employee may be reimbursed for expenses incurred when coordinating/hosting recruitment activities (luncheons, dinners, 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 itemized receipts of all expenses and submit a PRD requesting reimbursement. (See [BPM E-7-10 Discretionary Expenditure Policy](#) for funding requirements.)
2. A procurement card may also be used for such expenses. Documentation requirements listed in section IV. Procedures also apply to procard Concur reports.

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3. Hiring officials are urged to use good judgement when incurring recruitment expenses. It is the 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 and general ledger code 530502. The documentation should contain:
 - a. Paid and itemized receipts of all 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.