



HUMAN RESOURCE POLICY & PROCEDURE

Topic: **RECRUITING EXPENSE REIMBURSEMENT POLICY**

Policy #:

Version: 1.0 | Updated Date: March 2007

Purpose: To support the efforts of the hiring department in hiring a new employee, the Office of Human Resources may reimburse expenses related to the recruiting process. Generally, recruiting expense reimbursement is available for up to three (3) job candidates per open position at the level of Director and above. This assists in both managing the recruitment budget and the time involved in the interviewing process.

Scope: All employees

Policy: The job candidate's expenses that qualify for reimbursement include:

- Airfare is reimbursable only at the coach rate.
- Transportation to and from the airport, hotel, and the University.
- Hotel (unless room is available on campus); extra charges for miscellaneous items like long-distance phone calls will not be reimbursed.
- All meals related to the interview will be reimbursed. Meals for the candidate should not exceed \$40 per day.
- Travel by private automobile is reimbursed at the approved IRS rate.
- Reimbursement will be made after an individual has prepared an itemized accounting of the expenses related to the recruiting process. To receive reimbursement:
- The hiring supervisor must complete a Purchase Requisition/Payment Request Form with the original receipts for the expenses attached.
- The requisition form must be signed by the Dean, Director or Supervisor.

The signed requisition form should be forwarded, along with the original receipts, to the Office of Human Resources for the Vice President's authorization.

Hiring managers may submit expenses incurred by the hiring department including meals for up to two members of the hiring department, totaling no more than \$20 per person.

A reimbursement check will be mailed directly to the job candidate.

Questions regarding expense reimbursement should be directed to the Office of Human Resources prior to an interview.