

EXPENDITURES FOR HOSPITALITY SEARCH COMMITTEE GUIDELINES COLLEGE OF LIBERAL ARTS

Recruitment of prospective employees involves a process in which members of Search Committees and often times other personnel within the University community evaluate candidates for employment with the University. In addition to the formal interview process, meals or other hospitality events with candidates provide an opportunity for Search Committee members and other University personnel to interact with candidates in a more relaxed environment.

Numerous questions have surfaced as to the number of people to include in meals with candidates and the expenditures for meals. The following guidelines for Hospitality Expenditures for Search Committees have been established.

A. Number of Participants

Candidate Only: It is recommended that no more than three individuals accompany the candidate for a meal. This will facilitate more meaningful discussion between the candidate and the University representatives. However, if circumstances arise where the interview with the entire Search Committee needs to occur during a meal, prior approval from the appropriate vice president should be obtained and attached to the reimbursement voucher.

Candidate and Spouse: The nature and level of the position within the University may impact whether the spouse of a candidate is included in hospitality activities during the interview process. If the spouse accompanies the candidate, it is appropriate to include the spouse in at least one of the scheduled meal events.

If the spouse of the candidate attends a meal function, Search Committee members or other appropriate University personnel may include spouses at the hospitality activity. However, it is recommended that no more than four people (a combination of Search Committee members, other University personnel, or spouses) accompany the candidate and spouse for a meal.

In the event someone accompanies the candidate other than a spouse, prior approval from the appropriate vice president should be obtained for that person's participation in the hospitality event. Likewise this applies to guests other than spouses for a University representative.

B. Expenditure Limits Per Participant

Based on the meal and dining facility, the cost for meals will vary. Expenditure guidelines have been established for breakfast, lunch, and dinner:

1. *Breakfast* \$10 per person
2. *Lunch* \$10 per person
3. *Dinner* \$25 per person

Gratuities of no more than 15 percent are in addition to the per person limit.

C. Facility Options

Numerous options are available to the Search Committee in planning meals for a candidate. Options include:

1. *University Center*: meal cards are available through the College of Liberal Arts main office. Arrangement is to be made with the Administrative Associate by a Search Committee member at least 3 days in advance of the meal.
2. *Catered Events on Campus*: Contact the Scheduling office to schedule a room and plan a catered event.
3. *Off-campus Dining Facilities*: Arrangements should be made by the Search Committee.

D. Reimbursement Documentation

For reimbursement of the meal, the form below must be filled out and submitted to the Administrative Associate for the College of Liberal Arts along with **ORIGINAL ITEMIZED RECEIPTS**.

Questions regarding the above guidelines or the reimbursement form should be directed to the Administrative Associate for the College of Liberal Arts.

**University of Southern Indiana
College of Liberal Arts**

REQUEST FOR REIMBURSEMENT FOR CANDIDATE MEALS

Please follow the guidelines for the allowed amounts for candidate meal reimbursements listed below. Any additional charges over the allowed amount will NOT be reimbursed.

Position Description _____ Position Number _____

Department _____

Candidate Name _____

MUST have **ORIGINAL ITEMIZED** receipt for reimbursement

Reimbursement is for a **MAXIMUM** of **THREE** faculty **PLUS** the candidate (for a total of four people). Additional faculty may attend, but the additional meals are not reimbursable.

Meal **Date** **Location**

Breakfast _____
Limit of \$10 per person (plus gratuity up to 15%)

Lunch _____
Limit of \$10 per person (plus gratuity up to 15%)

Dinner _____
Limit of \$25 per person (plus gratuity up to 15%)

	Breakfast	Lunch	Dinner
Attendee Name	_____	_____	_____
Attendee Name	_____	_____	_____
Attendee Name	_____	_____	_____

Name of Person to Reimburse _____

Address _____

ALCOHOL
If alcohol is purchased, a **SEPARATE ORIGINAL ITEMIZED** receipt is required.

IF alcohol purchased – SS # _____