

## Guidelines for Recruiting Expenses

The Director of Human Resources is responsible for the administration of the recruiting budget line. All charges for recruiting expenses must be approved by the Director and reimbursement of expenses will be made upon submission of appropriate original receipts to that office.

In order to help maintain control of this account, the following guidelines have been established:

1. Reasonable travel expenses will be paid for faculty and administrative candidates. Candidates should be encouraged to use the most economical method of travel which meets the needs of the College and the candidate.
2. Overnight accommodations for the candidate (and spouse if applicable) will be provided in Baker House, if possible, and will be provided only during the interview visit. Costs for overnight accommodations for any other purpose will not be approved from the recruiting budget.
3. Meals will be provided during a candidate's visit to campus as follows:
  - a) The number of persons for meals should be limited to the **candidate (and spouse if applicable), and persons directly involved in the interview process**. The number of College persons should not exceed **four (4)** in most instances without prior approval of the Director of Human Resources.

The average cost per person, including gratuities, should not exceed:

<b>Breakfast</b>	<b>\$10.00</b>
<b>Lunch</b>	<b>\$12.00</b>
<b>Dinner</b>	<b>\$30.00</b>

- b) Some meals should be taken in Ellis College Center, if possible.

Any charges which **exceed** the guidelines listed above will be considered a departmental or personal charge to the individual responsible for the arrangements.