

# Employee Recruitment Expense Guidelines

See policy [3.106](#) and [section 7. Recruitment Expenses](#)

## General guidelines:

Candidate reimbursement and/or travel costs follow the same travel guidelines as employees such as travel costs should be the most economical and practical. Please see the [travel manual](#). The per diem costs follow [Policy 4.117 Entertainment and Public Relations](#) allowable rates.

When choosing different modes of transportation, please be prepared to justify the expense if higher than other available options. If the decision is based upon circumstances other than cost, such as time constraints, please explain this when requesting approval for expenses.

Make every effort to ensure candidates are treated equitably through the entire interview process, including travel allowances.

## 1. Allowable Charges Defined

A. Allowable charges to the recruitment account:

- i. Advertising (limited per policy)
- ii. Candidate meals with the candidate, chair, and one other attendee
- iii. Travel and lodging expenses
- iv. Per diem during travel to/from campus and while interviewing (if applicable)

B. Not allowable charges:

Grants, classified positions, local accounts, auxiliary, and CTE are all self-funded for recruitment with the exception of group advertising.

C. Exceptions to these guidelines require vice president and/or president approval.

## 2. Approvals Required

Request approval for your anticipated expenses from the following VP offices prior to scheduling candidate visits:

- A. Academic Affairs: Approved by the provost/vice president for Academic Affairs
- B. Student Affairs: Approved by the vice president for Student Affairs
- C. Administrative Services and Direct Reporting Unit: Approved by the vice president for Finance and Administration

## 3. Payment for Candidate Travel

Request new supplier in Jaggaer as early as possible, but only after the candidate travel is approved and confirmed with the traveler.

A. Select "Supplier Request" in Jaggaer and choose "Payment Works" from the drop-down menu.

You will need the name and email of the candidate only. Do *not* request SS# or W9. Purchasing will send a link to the candidate to fill out their information securely online. Purchasing will then add them to Jaggaer as a vendor so that you can do a check request following the on-site interview.

- B. Gather receipts from the traveler, which may include the following:
- i. **Airfare**
  - ii. **Mileage:** Google maps or similar to document miles traveled  
No gas receipts. Gas is included in the mileage reimbursement rate.
  - iii. **Rental car:** Rental agency invoice showing detailed cost, fully paid  
**Gas Receipts:** If rental car was used
  - iv. **Meals:** You will need the date and time that the candidate began travel and completed travel to calculate per diem. No receipts for meals are required. Per diem is calculated per [Policy 4.117](#). Current rates are available on the Controller's website.
- C. Create a check request in Jaggaer and attach all receipts to back up expenses.
- D. Contact the coordinating VP office for the recruiting account to charge expenses to.

## FAQs

1. **Can spouses be invited to recruitment meals?**  
No. This would be an exception requiring approval by the coordinating vice president.
2. **Is there a limit on the number of travel days that are allowable for candidate interviews?**  
Yes. If interviews are conducted in a single day then only one hotel night should be charged to the recruiting account. If more than one hotel night is needed, request approval from the coordinating VP prior to scheduling travel.
3. **Can we reserve a rental car for the candidate on our state contract?**  
No. The state contract rental agreement is only for state employee approved drivers.
4. **Do we reimburse insurance for a rental car?**  
No. Auto insurance purchased from the rental agency is not a reimbursable expense. The candidate is responsible for personal and auto insurance coverage. The state does not take on any liability for the candidate, as they are not a state employee.
5. **Do I need to collect gas receipts from candidate?**  
Only if a rental car was used.
6. **Do I need receipts for meals/food?**  
No.
7. **Can the candidate extend their visit on their own time?**  
Yes. Limit reimbursement to expense for round trip travel, single hotel night stay, and limit per diem to round trip travel and interview time only. If they rented a vehicle, reimbursement will be limited to only what was required for the interview. Anything in addition would be the responsibility of the candidate.