



## **Guidelines for Reimbursement of Expenses Incurred During Faculty or Chair Candidate Visits**

Search committees need to show the School of Pharmacy and University of Kansas in the best light to faculty and chair candidates, however, we also need to be good stewards of our limited resources for recruitment particularly since these funds are only rarely provided from the Provost with the appointment lines. The Deans Office has established these specific guidelines for meals, related expenses, and timely reimbursement, no exceptions.

If the individual Departments want to deviate from these guidelines and use Departmental resources, they may do so and the Deans Office will not be responsible for providing matching or additional resources. However, the Committee Chair is required to receive the Department Chair's approval prior to any expenditure of Department funds.

### **Meals:**

Meal expenses are reimbursable from KU Endowment funds. An exception is meals paid directly by the candidate when alone and on their own time (e.g., such as breakfast at the hotel before interviews begin). These meals involving the candidate alone will be reimbursed along with other travel related expenses included in the Contractual Services Agreement. *For all other meals*, in addition to the information required below, we will need the names of all those participating in the meal discussion. We **can not** reimburse meal expenses for spouses of faculty and staff or for faculty and staff who are not directly involved in the search process. Meal receipts *must be itemized*. Attendance at meal events is limited to three members of the faculty, staff, or student body plus the candidate (i.e., four persons total).

### **Travel Expenses:**

Reimbursement utilizing State funds or KU Endowment funds can be made for travel expenses of candidates and those responsible for transporting the candidates (e.g., mileage to and from the airport). A Contractual Services Agreement must be signed by the candidate and itemized receipts attached and returned with the agreement to the School of Pharmacy Deans Office. The candidate is expected to make their own flight arrangements and submit for reimbursement. The committee chair should be contacted in advance for authorization of expense reimbursement such as airfare, lodging, and transportation. Arrangements for direct billing of lodging in a designated local hotel should be made by the School of Pharmacy Deans Office staff. Reimbursement for items such as mileage, parking fees, tolls, car rental, etc. will be made according to state guidelines. We **can not** reimburse travel expenses for spouses of faculty and staff or for faculty and staff who are not directly involved in the search process.

### **Information required for reimbursement:**

Name

Home Address

Employee ID Number

A listing of expenses incurred (date, vendor, amount)

Receipts for all expenses (except mileage)

Itemized meal receipts

Name of the candidate

Name of the position for which the candidate is being interviewed

Name of those in attendance at meals for which receipt is being submitted

*This information is to be provided to Diane Massey in the School of Pharmacy Deans Office as soon as possible.*