

## **GUIDELINES FOR USE OF RECRUITMENT FUNDS For Non-Faculty Staff Searches**

Limited funds are available to SCSU to pay the costs of bringing prospective non-faculty staff members to campus for interviews for positions. In an effort to utilize these funds as equitably as possible, it is necessary to observe the following policies and procedures. Any exceptions to these policies must be approved by the appropriate Vice President.

1. Expense reimbursement will be provided for a maximum of three candidates per probationary/permanent position. Except for local candidates, telephone interviews should be conducted for fixed-term and temporary positions.
2. Travel: Expenses will be reimbursed as follows:
  - A. Out-of-State Candidates: Reimbursement will be authorized for out-of-state travel on the basis of air coach fare or actual miles at approved rate (whichever is less). Search and interview committee chairs should encourage candidates to seek least-expensive travel arrangements. Candidates may use the Executive Express from the Twin Cities airport or encouraged to fly directly to the St. Cloud airport. When possible it is desirable to pick up candidates at the airport. Receipts are required for airfare and ground transportation.  
(see also <http://www.stcloudstate.edu/businessservices/travel/#airfare>)
  - B. In-State Candidates: Travel within the State of Minnesota will be reimbursed at the current rate per mile.  
(see also <http://www.stcloudstate.edu/businessservices/travel/#vehicle>)
3. Lodging: If a candidate is lodged at a hotel/motel, he/she is required to pay his/her own expenses and to submit an [Employee Expense Report form](#) for reimbursement. The Search Committee member assigned to assist the candidate will provide this form (or you may click on the link above) and will assist in completing and submitting it. It is NOT St. Cloud State University's policy for employees or non-employees to bill the University directly. The cost of lodging for a maximum of one night (single rate) will be reimbursed; receipt required. Exception would be for candidates who may, with the approval of the Director of Human Resources, be scheduled for a second day of orientation.  
(see also <http://www.stcloudstate.edu/businessservices/travel/#lodging>)
4. Meals: The cost of meals while in St. Cloud (maximum 4 meals) may be reimbursed to candidates subject to requirements and limitations of the State of Minnesota. Candidates for non-faculty positions are eligible for reimbursement for the actual cost of meals up to the maximum allowable under the terms of the collective bargaining agreement or compensation plan pertaining to the position. If costs of meals are less than maximum allowable, as is often the case with meals on campus, actual costs must be reported on the Employee Expense

Report Form. Meals for St. Cloud State University personnel will not be reimbursed, nor will St. Cloud State University personnel be reimbursed for purchase of a candidate's meal.

(For current maximum meal allowances and other meal reimbursement details, go to <http://www.stcloudstate.edu/businessservices/travel/#meals>)

5. Candidates currently employed by another agency of the State of Minnesota are subject to other regulations for processing reimbursement.

## **Business Office Procedures**

The Business Office will process only those requests that have been approved by the appropriate Vice President. Steps for use of funds include:

1. After the Affirmative Action Officer has approved the candidates to be brought to campus for interviews, the secretary of the hiring department should obtain the following information and set up a vendor number to reimburse non-state employees: candidates' names, home mailing addresses and Social Security numbers. (Note: This takes approximately two to three weeks.) If exceptions to these procedures are necessary, call the appropriate Vice President.
2. Be sure that candidates understand before they travel to SCSU for interviews that they must pay all expenses. SCSU personnel may not be reimbursed for paying a candidate's expenses. Reimbursement, subject to the guidelines, will be made three to four weeks after submission of the required employee Expense Report Forms with all required receipts for travel and lodging included. Do not permit anyone to charge any expenses to SCSU.
3. When the candidates are on campus for interviews, they should sign a copy of the Employee Expense Report Form. If receipts for all lodging and travel are not available at this time, it may be necessary for a candidate to sign a blank or partially completed Expense Report Form and submit the receipts upon completion of travel. Another convenient way to accomplish this is to schedule a meeting with a Business Office representative in the payroll office during the candidate's visit to campus, so that all the paperwork can be completed correctly at that time.
4. The Dean or administrative director signs as "supervisor" on the Employee Expense Report Form.
5. Forward the completed Employee Expense Report Form, receipts for travel and lodging (receipts for meals desirable) and ALL copies of an Internal Travel Requisition (IR 1401) form to the office of the supervising Vice President.