

POLICY STATEMENT
Expenses Associated with Interviewing Candidates for Academic
Administrative Appointments in the College of Agricultural Sciences

Expenses, as defined below, incurred in interviewing candidates for academic unit leaders, directors, assistant directors, and associate dean or associate director positions in the College of Agricultural Sciences will be the responsibility of the College. Expenses associated with interviewing candidates for all other positions must be covered by the administrative unit to which the position is assigned. Specific responsibility for funding expenses associated with the interviews is as follows:

The Dean's Office will pay the candidate's travel expenses to University Park. Expenses covered by the Dean's Office will include: **transportation, meals, hotel bills and parking fees.**

It is encouraged to make room reservations for all candidates at the Nittany Lion Inn so these charges can be billed directly to the Dean's budget.

Expenses for spouses/partners are not covered by the College on a first interview trip; however a candidate is free to bring a spouse/partner along at their own expense.

1. **General guidelines for group meals**– limit your group to 2-3 people; use a mix of people so the same people are not attending all meals, use discretion in selecting appropriately priced restaurants to dine at.
 - Charges can be direct billed at the Nittany Lion Inn. On the NLI charge slip, print clearly and state “**for candidate interview and list the department name**” charging 0200401 UP 10010.
 - Group meal expenses incurred at locations other than the NLI must be paid by the host. Hosts can pay with cash, personal credit cards or Penn State purchasing card.
 - Reimbursement process. Your unit is responsible for entering and submitting the information in ERS including attaching the required receipts. Please enter the budget & fund information of 0200401 UP 10010 and sub-account of CAND on the report.
 - Individual submitting reimbursement must include PSU ID number on group meal forms for proper processing.
 - Alcohol can be charged but it has to be separated from the total expense since it must be charged to a discretionary budget and fund.
 - **Unreasonable or excessive charges in the judgment of the deans, for meals and/or alcohol will be charged to the unit.**
2. Units will cover costs associated with photocopying and mailing of materials, and videotaping candidate seminars.
3. The Dean's office will cover expenses for travel, lodging and meals for search committee members that are not located at University Park.
4. Advertising costs for the position will be covered by the Dean's Office. The proposed advertising budget must be submitted to the Dean for review and approval before ads are arranged.
5. The unit is responsible for covering the costs for group receptions for the candidate.
6. The Dean's Office will pay expenses for candidates invited back to Penn State for a second interview; expenses will also be covered for their spouse (In accordance with University policy, children's expenses are not covered).
7. The Dean's Office will pay the moving expenses. Moving expenses should not normally exceed \$10,000 per University policy HR-73. Human Resources will coordinate the move with the new employee and the University's Purchasing Department. Any requests for exceptions to the \$10,000 limit must be approved by the Controller prior to initiating the purchase order. Requests should be submitted to Brian Mauserberg, Financial Officer, RM 206 Ag Admin.
8. Expenses for any other travel and/or visits to the campus after an offer is accepted by the successful candidate will be the responsibility of the administrative unit.
9. **Expenses deemed inappropriate will not be reimbursed.**