College of Arts, Humanities and Social Sciences
Policy on Faculty/Staff Search Expenses

1. College allotment of funds for faculty and staff searches are subject to audit by the Dean

2. As a general rule, College will fund advertising of the position (approximately $700-$1,000) and provide a $3,200 budget for the following search expenditures:

   a. Airfare/mileage (for the candidate)
      a. Typical reimbursements to the candidates are for economy airfare or ground transportation. Airline itinerary, boarding pass, and other transportation receipts are needed for reimbursement.
   b. Lodging (for the candidate)
      a. Departments should use lodging facilities that have an arrangement to bill the university and is paid by the department from an invoice.
   c. Accurate Background Check (for successful candidate)
      a. Charge to account 660042 as part of the cost of recruitment.
   d. Meal (all candidate & interview meals - cost of alcohol is not included)
      a. Meal cost incurred by the candidate, supported with receipts, will be reimbursed to the candidate.
      b. Reimbursement for one meal per candidate with search committee (limited to 3 faculty members). This meal is usually paid by a faculty member who will receive reimbursement. Itemized receipts are required.
      c. Reimbursement for one meal per candidate with department chair. This meal is usually paid by the chair who will receive reimbursement. Itemized receipts are required.
      d. If alcohol is purchased, it must be paid with trust funds (Axxxx).
   e. Transportation (for committee member)
      a. Reimbursement (at standard mileage rate) for transportation costs incurred by faculty while hosting the candidate (transportation to and from campus, area tour, parking fees at airport).

3. The total amount of search expenses reimbursed in Section 2 is subject to the amount budgeted for each search.

4. Any other expenses are the responsibility of the individual department.

5. Departments may request from the Dean additional funds for expenses in Section 2 that exceed the amount budgeted for each search on a case-by-case basis.

The HSU Travel Manual and the Faculty/Staff Recruitment Procedures can be found at http://www.humboldt.edu/univtravel/

Completion of the reimbursement paperwork is addressed in the Recruitment Reimbursement Process Guidelines (AHSS document).

Faculty Search Exp Policy 10-11-16
Document Modifications

Approved by the CAHSS Council of Chairs, October 18, 2005

Modified section 2, advertising expense funding, February 8, 2011

Modified section 2; increased budget by $200 to cover Live Scan costs; added 2e 5/16/12.

Modified document, added information & removed out dated lines, no substantive change made 8-24-12

Minor changes – updated web link; no substantive change made 6-23-16

Modified section 2; updated background check information 10-11-16