CHAIR/DIRECTOR SEARCH
EXPENSE TRANSFER REQUEST PROCESS GUIDE

The "Chair" or "Director" is the candidate who is interviewing for an **authorized position** at ASU. See Fin 421-002. The College of Liberal Arts & Sciences Office of the Dean (The College) pays for CHAIR/DIRECTOR interviewee expenses **up to three candidates** for the authorized position. This payment will be processed as an expense transfer.

Departments should follow internal College recruitment procedures including information to be sent to potential candidates. Let the candidates know in advance what expenses the university will/will not cover and what will be their responsibility. Please provide each interviewee with a copy of their signed Interviewee Expense Summary Form in case of questions.

Information is provided on the following pages. Click on title below to go directly to that section.

Office of the Dean
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ALLOWABLE EXPENSES

1. Airfare at coach/economy rate only. If ticket is other class or includes seat upgrade charge, provide a cost comparison of economy rate at time of purchase.
2. Local Transportation (including costs to home airport) such as mileage, taxi, parking, etc.
3. Hotel accommodations.

   - Reimbursements are for room and tax only. Additional hotel charges (parking, minibar, movies, Wi-Fi, etc.) are your department's responsibility if you choose to cover them. Exceptions may include reimbursable meals or parking for an interviewee who drove. As a reminder, alcohol is not allowed on ASU accounts. Foundation funds must be used.

   - If possible, use a hotel that is familiar with University procedures and will **"direct bill."** This means they will send the final itemized bill directly to you for payment (not accounts payable) after the candidate leaves.

   - While we make every attempt to stay within the state's per diem limits, we have no control over hotel rates during the season. If a property's rate (not including tax) is **above** the per diem amount your paperwork **MUST** include a justification on why that property was chosen over others in the area.

4. If no search firm has been contracted, assistance will be provided for reasonable advertising expenses as needed.
5. Meals paid by and for the Candidate only (entered on the Interviewee Expense form) and the Candidate's expenses during group meals.

BUSINESS MEAL GUIDELINES

The College's guidelines comply with University Policy FIN 420-02 and reflect the College's financial practices and priorities.

- Maximum reimbursement amount per meal excluding alcohol and gratuity:
  - **Dinner:** $40
  - **Lunch:** $20
  - **Breakfast:** $12.50
- Maximum gratuity = **20%**. Amounts exceeding this are the department's responsibility.
- Meal expenses for accompanying spouses/partners **will not be reimbursed**.
- Documents required for reimbursement:
  - Business Meals Expense Form must be completed and signed by requester if meal was paid via Pcard. If reimbursed in workday, pdf of reimbursement showing amount, purpose, and attendees must be provided.
  - Itemized receipt indicating candidate's meal.
  - Paid receipt or copy of the credit card/bank statement showing payment.

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PROCEDURES

1. Process the Workday documents and/or pay for expenses using your departmental PCard.
2. Use spend code <u>SC0369</u> for airline expense.
3. Use spend code <u>SC0370</u> for hotel and other expenses (Per diem, ground transportation, etc.).
4. Use spend code <u>SC0023</u> for advertising.
5. When your expenses are confirmed in Workday, complete the [Faculty/Director Interviewee Expense Transfer Request Form](). Make sure to review the request form checklist to ensure you have all proper documentation.
6. Combine the completed form and pdf copies of expense backup into one file per interviewee. Name the file as "Amount Last Name Unit Director Job Number," i.e. $403 Johnson SPGS Dir 16771.
7. Send to [CLASDEANBIZ.REQUESTS@exchange.asu.edu]().
8. The College will enter the transfer in Workday. Note: Transfer entries will be by spend code.
9. Lack of complete documentation will delay or prohibit reimbursement.

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FREQUENTLY ASKED QUESTIONS

- **What is a reasonable amount of time for a candidate's stay?**
  Depending on the departmental schedule and where the candidate is traveling from, it may be appropriate to bring them in the day before the interviews begin and leave the morning following completion. For Chair and Director candidates, the length of stay will depend on the department's needs, not to exceed 5 consecutive days.

- **Will the College pay for spousal expenses?**
  No. Spousal expenses are not paid for by our office and are not allowed on state funds, but are optional on the department's local or discretionary funds. A spouse who is interviewing with another department on campus for a tenure-track or continuing AP position may be an exception. Check with the business team of the interviewing academic unit.

- **Will the College pay for house hunting trips or second interviews?**
  No. House hunting trips/second interviews are not paid for by our office, but are optional on the departments' funds. **PLEASE NOTE:** House hunting expenses are considered part of the moving stipend and cannot be processed prior to the employee's first day of employment at ASU. Refer to FIN 420-03 for more information.

- **What if a group of people take the candidate out for a meal? Can the candidate's portion be broken out for reimbursement?**
  Yes, the candidate's meal can be reimbursed. Other attendee's meals are the responsibility of the department. Please refer to the business meal guidelines for additional information.

- **Do you need documentation about the interview or job?**
  Yes. Please provide a copy of the job posting that shows the job number and FTE along with the Faculty Interviewee Expense Transfer Request Form.

- **Whom do I contact if I have a question?**
  Laurie Perko
  Business Operations Specialist
  College of Liberal Arts & Sciences Office of the Dean
  CLASDEANBIZ.REQUESTS@exchange.asu.edu

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