

## CHAIR and DIRECTOR SEARCH TRANSFER REQUEST PROCEDURES

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The "Chair" and/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** on the interviewee expense account via expense transfers.

Departments should follow internal college recruitment procedures including information to be sent to potential candidates. It is a good idea to let your candidate know in advance what he/she is responsible for, and what the university will and will not pay for. Please provide the interviewee with a copy of the [Interviewee Expenses Summary Form](#) before he/she leaves in case there are questions.

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### ALLOWABLE EXPENSES

1. Airfare at coach/economy rate
2. Local Transportation
3. Hotel
4. Meals paid by and for the Candidate only (entered on the Interviewee Expense form).
5. Meal information noted on last page.

### PROCEDURES

1. Process the Workday documents and/or pay for expenses using your departmental PCard.
2. Use spend code SC0369 for airline expense.
3. Use spend code SC0370 for hotel and other expenses (Per diem, transportation)
4. Once your documents have expensed, complete the [Faculty Interviewee Expense Transfer Request Form](#) and send the completed form along with pdf copies of your documents in one packet per interviewee.
5. Make sure to review the checklist to ensure you have all proper documentation.
6. The College will enter the transfer in Workday.
  - a. Note: Effective immediately each transfer entry will be by spend code.

### HOTEL BILLS

- Remember no **long-distance** calls but we will pay for local calls. Other incidentals on the bill such as laundry services, business center expenses, bar tabs and videos are your department's responsibility if you choose to pay them.
- 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 has left.
- 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.

### 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 is the exception.
- **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.
- **What if a group of people take the candidate out for a meal? Can the candidate's portion be broken out for reimbursement?** – Please see attached Business Meals guideline page.
- **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.
- **Who do I contact if I have a question?** –

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## Chair and Director Search

### Office of the Dean Business Meals and Entertainment Reimbursements Guidelines

The College of Liberal Arts and Sciences Office of the Dean (the College) appreciates your willingness to host a meal with chair and director candidates. The following information is being provided in order to ensure timely reimbursement of expenses and to avoid misunderstandings regarding both the College's and University's policies. The College's guidelines are in compliance with University Policy ([FIN 420-02](#)), slightly modified to reflect the College's financial practices and priorities. Please note specifics below:

- Maximum reimbursement amount per meal excluding alcohol and gratuity (see chart below for maximum totals including gratuity of 20%):
  - **Dinner:** \$40 per person
  - **Lunch:** \$20 per person
  - **Breakfast:** \$12.50 per person
- We will no longer reimburse for alcoholic beverage purchases, other than for those consumed by the interviewee – please calculate this on your request.
- Maximum **gratuity** = 20%
- Meal expenses for accompanying **spouses/partners will not be reimbursed.**
- Documents required for reimbursement:
  - [Business Meals Expense Form](#) must be completely filled out and signed by the requester.
  - **Itemized receipt** which breaks out the alcohol for the candidate.
  - **Paid receipt** or a copy of the credit card statement or bank statement showing the payment

Lack of complete documentation will delay or prohibit reimbursement and all documents will be returned to you.

Questions? Please contact:

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