**7-ADMIN-5 Search Committee Reimbursement**

Responsible Division/Office: Office of Human Resources

Responsible Officer: Chief Human Resources Officer

Revision History: 2023; 10/2024

Effective Date: May 2024

Next Review: 2025

1. **Summary.** Recruitment of prospective employees involves a process in which the Hiring Manager or members of Search Committees interview and evaluate candidates for employment with the University. The following guidelines for hospitality expenditures for search committee reimbursement have been established.
2. **Definition of eligible expenses.** Search committee members may be reimbursed for meals associated with the interview process as defined below.
3. **Purpose.** To establish procedures for the Office of Human Resources to manage search committee reimbursement expenditures.
4. **Parameters.**
   1. **Eligibility.** 
      1. In order to be eligible for reimbursement, the search committee must be interviewing candidates that will be traveling greater than 50 miles from their residence to the University and requires an overnight stay.
      2. Reimbursement under this policy is for meals associated with committee members meals only. Candidates will be reimbursed for meal related expenses under the Candidate Reimbursement policy. Information regarding the candidate reimbursement policy and guidelines should be communicated by the sponsoring department to the interview candidate prior to travel arrangements.
      3. Search committee reimbursements should be reserved for faculty or professional position searches at a management level or above.
      4. Each department is responsible for the cost of search committee and candidate reimbursement expenses. Please consult the hiring or financial manager to ensure funds are available prior to requesting candidate interviews. Departments should utilize phone or video (Microsoft Teams, Webex etc.) interviews to minimize expenditures when possible.
      5. Search committee member(s) are required to keep their itemized receipts to submit for reimbursement of meal expenses.
   2. **Payment Types.**
      1. [**Search Committee Meals**](https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results?action=perdiems_report&fiscal_year=2024&state=OH&city=youngstown&zip=44555)
         1. To be eligible for meal reimbursement, travel by the candidate must include an overnight stay.
         2. Meal rates are based on the [Federal Per Diem Rate amounts](https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results?action=perdiems_report&fiscal_year=2024&state=OH&city=youngstown&zip=44555) and include gratuities.
         3. Itemized receipts for meal reimbursement are required.
         4. Alcohol related expenses will not be reimbursed.
   3. **Number of Participants (Candidate Only).**
      1. It is recommended that no more than two search committee members accompany the candidate for a meal. This will facilitate more meaningful discussion between the candidate and university representatives. However, if the circumstances arise where the interview with the entire search committee needs to occur during a meal, prior approval form the appropriate administrative supervisor must be obtained. Also, if the meals for non-search committee members are to be paid by the University, prior approval must be obtained prior to the meal by the appropriate vice president.
      2. Employees who fail to follow these guidelines may be subject to personal financial liability and may be required to reimburse the University with personal funds.
   4. **Candidate and Spouse Meals.** 
      1. The nature and level of the position within the University may impact whether the spouse of a candidate is included in hospitality activities during the interview process. Prior approval from the appropriate vice president should be obtained for that person’s participation in the hospitality event.
      2. If the spouse accompanies the candidate, it is appropriate to include the spouse in at least one of the scheduled meal events. If the spouse of the candidate attends a meal function, Search Committee members or other appropriate University personnel may include spouses at the hospitality activity.
      3. It is recommended that no more than four people (a combination of Search Committee members, other University personnel, or spouses) accompany the candidate and spouse for a meal.
   5. **Number of Meals.**
      1. Search committee members may participate in one candidate meal per candidate interviewed. Prior approval from the appropriate administrative superior must be obtained for additional meal reimbursement.
5. **Approvals.**
   1. Reimbursement requests must be submitted and will be processed electronically through eCube.
   2. Hiring Manager and Financial Manager must approve all search committee expenses in accordance with these guidelines for payment.
   3. The Office of Human Resources reviews forms for policy compliance and approves final payment.
   4. Procurement Service reviews and processes the payment in accordance with the established guidelines.