

CHAIR/DIRECTOR SEARCH EXPENSE TRANSFER REQUEST PROCESS GUIDE

The candidate is the approved individual brought in to interview for the **authorized position** in the approved Chair or Director search at ASU, see [FIN 421-02](#). The College of Liberal Arts & Sciences Office of the Dean (The College) pays for CHAIR/DIRECTOR interviewee expenses for **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.

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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. Only expenses up to the economy rate will be reimbursed.
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. The College **does not** reimburse alcohol expenses.
 - 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. Reimbursement for reasonable advertising expenses may be provided in some circumstances. These advertising expenses must be pre-approved. You can request this through your divisional Director.
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 or personal credit card. If reimbursed in workday, a pdf 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.
 - On the receipt enter the amount for the candidate + tax + tip. i.e., \$12.50 meal + \$1.00 tax + \$2.50 tip = total \$16.00. Please highlight or type this information in red for clarity.

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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, ground transportation, etc.) if possible. If expenses are submitted with either SC0629 (meals) or SC0317 (hotel lodging) it is acceptable to keep those codes. The expenses must be on the Workday report.
4. There will be no reimbursement for advertising on faculty searches. If you are approved for advertising expenses on the Chair/Director search, use spend code SC0559.
5. When your expenses are confirmed in Workday, complete the [Faculty/Director Interviewee Expense Transfer Request Form](#). Review the request form checklist to ensure you have the required documentation.
6. On the form, the field Job number from Applicant list should include both the approved hiring plan code and job number.

Examples: CNSCXXX /248XXX
CSSCXXX /175XXX
CHUMXXX /116XXX

7. 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.
8. Send to CLASDEANBIZ.REQUESTS@exchange.asu.edu and cc: Laurie.perko@asu.edu.
9. The College will enter the transfer in Workday. Note: Transfer entries will be by spend code.
10. Lack of complete documentation will delay or prohibit reimbursement.

Submit the expense request within 60 days of the date that the candidate departs..

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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?**
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Office of the Dean

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