

## FACULTY SEARCH EXPENSE TRANSFER REQUEST PROCESS GUIDE

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The “interviewee” is a candidate who is interviewing for an **authorized position** at ASU. See [FIN 421-02](#). The College of Liberal Arts & Sciences Office of the Dean (The College) pays for **Tenure-track Faculty** interviewee expenses for **up to two 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.

1. [ALLOWABLE EXPENSES](#)
  - Airfare
  - Local Transportation
  - Hotel
  - Meals
2. [PROCEDURES](#)
3. [FREQUENTLY ASKED QUESTIONS](#)

### Office of the Dean

### 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. It is recommended that the candidate purchase their own coach ticket and receive reimbursement after the trip.
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. 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 either 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. 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.
5. 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

6. Combine the completed form and pdf copies of expense backup into one file per interviewee. Name the file as "Amount Last Name Unit Faculty Job Number," i.e., \$403 Johnson SPGS Fac 16771.
7. Send to [CLASDEANBIZ.REQUESTS@exchange.asu.edu](mailto:CLASDEANBIZ.REQUESTS@exchange.asu.edu) and cc: [Laurie.perko@asu.edu](mailto:Laurie.perko@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.

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

### Office of the Dean

## **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 Faculty candidates, the length of stay will depend on the department's needs, not to exceed 3 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](mailto:CLASDEANBIZ.REQUESTS@exchange.asu.edu)

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### **Office of the Dean**

Armstrong Hall, Suite 240 | 1100 S. McAllister Ave. | PO Box 872501 | Tempe, AZ 85287-2501  
p: 480-965-3391 | f: 480-965-1093 | [clas.asu.edu](http://clas.asu.edu)

**Faculty/Director/Chair Search Interviewee Expense Transfer Request**

Requestor's Information	
Requestor name	
E-mail	
Department	
Phone	
Interviewee Information	
Job Number from Applicant List	
Interviewee Name	
Expenses to be transferred	
Cost Center/Program/Worktag (if used):	
Interviewee Airfare (SC0369):	\$
Interviewee Hotel (SC0370):	\$
Other Interviewee Expenses (SC0370):	\$
Advertising* (SC0559):	\$
Subtotal	\$
8.5% ASC:	\$
<b>Total</b>	\$

\* Advertising expense is only allowable for Chair/Director search. See [process guide](#) for more information.

Checklist to include the following:

- Interviewee Expense Transfer Request form
- Job posting/description
- Candidate Itinerary - attach only 1 time.
- Interview Expense Summary form (if used)
- Expense Receipts - include candidate's portion on meals typed out
- Appropriate department backup such as emails or memos (if necessary)
- Workday account detail showing expenses to be transferred - highlight appropriate lines for this candidate's expenses. Please use either Detailed Revenue Expense and Ledger Account report or Financial Report with Drillable Detail.
- Please scan and mail one PDF packet per candidate to:

[CLASDEANBIZ.REQUESTS@exchange.asu.edu](mailto:CLASDEANBIZ.REQUESTS@exchange.asu.edu)  
and [cc:laurie.perko@asu.edu](mailto:cc:laurie.perko@asu.edu)

Laurie Perko  
The College of Liberal Arts and Sciences  
Office of the Dean

Questions? [CLASDEANBIZ.REQUESTS@exchange.asu.edu](mailto:CLASDEANBIZ.REQUESTS@exchange.asu.edu)

Journal	Business Document	Journal Source	Accounting Date	Ledger Account	Cost Center	Program	Spend Category as Worktag	Worker	Total	Memo	Line Memo
Operational Journal: Arizona State University - 03/27/2023	Expense Report: EXP-23-00018663	Expense Report	3/27/2023	7207:Miscellaneous Expenses	CC0642 SSC-School of Politics and Global Studies Academic	PG11340 SSC-Summer Session Residuals-NLT	Restaurants, Catering and Business Meals (Food Related)	Keith Brown	\$112.08	Smith \$27.00 Engrained	
Operational Journal: Arizona State University - 03/27/2023	Expense Report: EXP-23-00018664	Expense Report	3/27/2023	7207:Miscellaneous Expenses	CC0642 SSC-School of Politics and Global Studies Academic	PG11340 SSC-Summer Session Residuals-NLT	Restaurants, Catering and Business Meals (Food Related)	Keith Brown	\$105.04	Smith \$16.00 Snooze	
Operational Journal: Arizona State University - 03/28/2023	Expense Report: EXP-23-00018855	Expense Report	3/28/2023	7207:Miscellaneous Expenses	CC0642 SSC-School of Politics and Global Studies Academic	PG11340 SSC-Summer Session Residuals-NLT	Interviewee Expenses		\$35.19		Meals were not covered by ASU on 3/14 and 3/16.
Operational Journal: Arizona State University - 03/28/2023	Expense Report: EXP-23-00018855	Expense Report	3/28/2023	7207:Miscellaneous Expenses	CC0642 SSC-School of Politics and Global Studies Academic	PG11340 SSC-Summer Session Residuals-NLT	Interviewee Expenses		\$55.02		Lyft from airport to hotel and back on 3/14 and 3/16
Operational Journal: Arizona State University - 03/28/2023	Expense Report: EXP-23-00018855	Expense Report	3/28/2023	7207:Miscellaneous Expenses	CC0642 SSC-School of Politics and Global Studies Academic	PG11340 SSC-Summer Session Residuals-NLT	Interviewee Airfare		\$758.80		Interviewing for GS Assistant/Associate Professor position.
Operational Journal: Arizona State University - 03/28/2023	Expense Report: EXP-23-00018834	Expense Report	3/28/2023	7207:Miscellaneous Expenses	CC0642 SSC-School of Politics and Global Studies Academic	PG11340 SSC-Summer Session Residuals-NLT	Interviewee Airfare		\$705.40		Interview for Professor and Director position
Operational Journal: Arizona State University - 03/28/2023	Expense Report: EXP-23-00018834	Expense Report	3/28/2023	7207:Miscellaneous Expenses	CC0642 SSC-School of Politics and Global Studies Academic	PG11340 SSC-Summer Session Residuals-NLT	Interviewee Expenses		\$88.00		Meals were not covered by ASU on 2/28, 3/2, and 3/3.
Operational Journal: Arizona State University - 03/28/2023	Expense Report: EXP-23-00018834	Expense Report	3/28/2023	7207:Miscellaneous Expenses	CC0642 SSC-School of Politics and Global Studies Academic	PG11340 SSC-Summer Session Residuals-NLT	Interviewee Expenses		\$80.00		Parking and taxi
Operational Journal: Arizona State University - 03/28/2023	Expense Report: EXP-23-00018815	Expense Report	3/28/2023	7207:Miscellaneous Expenses	CC0642 SSC-School of Politics and Global Studies Academic	PG11340 SSC-Summer Session Residuals-NLT	Interviewee Airfare		\$937.80		Interview for Professor and Director position.
Operational Journal: Arizona State University - 03/28/2023	Expense Report: EXP-23-00018815	Expense Report	3/28/2023	7207:Miscellaneous Expenses	CC0642 SSC-School of Politics and Global Studies Academic	PG11340 SSC-Summer Session Residuals-NLT	Interviewee Expenses		\$76.00		Meals were not paid by ASU on 2/26 and 2/28..
Operational Journal: Arizona State University - 03/28/2023	Expense Report: EXP-23-00018815	Expense Report	3/28/2023	7207:Miscellaneous Expenses	CC0642 SSC-School of Politics and Global Studies Academic	PG11340 SSC-Summer Session Residuals-NLT	Interviewee Expenses		\$47.47		Taxis to/from hotel on 2/26 and 2/28
Operational Journal: Arizona State University - 03/29/2023	Expense Report: EXP-23-00019042	Expense Report	3/29/2023	7207:Miscellaneous Expenses	CC0642 SSC-School of Politics and Global Studies Academic	PG11340 SSC-Summer Session Residuals-NLT	Restaurants, Catering and Business Meals (Food Related)	Glenn Sheriff	\$91.59		
Operational Journal: Arizona State University - 03/29/2023	Expense Report: EXP-23-00019045	Expense Report	3/29/2023	7207:Miscellaneous Expenses	CC0642 SSC-School of Politics and Global Studies Academic	PG11340 SSC-Summer Session Residuals-NLT	Restaurants, Catering and Business Meals (Food Related)	Glenn Sheriff	\$101.20		
Operational Journal: Arizona State University - 03/30/2023	Expense Report: EXP-23-00019125	Expense Report	3/30/2023	7207:Miscellaneous Expenses	CC0642 SSC-School of Politics and Global Studies Academic	PG11340 SSC-Summer Session Residuals-NLT	Restaurants, Catering and Business Meals (Food Related)	Richard Herrera	\$44.19		
Operational Journal: Arizona State University - 03/30/2023	Expense Report: EXP-23-00019099	Expense Report	3/30/2023	7207:Miscellaneous Expenses	CC0642 SSC-School of Politics and Global Studies Academic	PG11340 SSC-Summer Session Residuals-NLT	Restaurants, Catering and Business Meals (Food Related)	Richard Herrera	\$46.71		
Operational Journal: Arizona State University - 03/30/2023	Expense Report: EXP-23-00019099	Expense Report	3/30/2023	7207:Miscellaneous Expenses	CC0642 SSC-School of Politics and Global Studies Academic	PG11340 SSC-Summer Session Residuals-NLT	Restaurants, Catering and Business Meals (Food Related)	Richard Herrera	\$25.84		
Operational Journal: Arizona State University - 03/30/2023	Expense Report: EXP-23-00019083	Expense Report	3/30/2023	7207:Miscellaneous Expenses	CC0642 SSC-School of Politics and Global Studies Academic	PG11340 SSC-Summer Session Residuals-NLT	Restaurants, Catering and Business Meals (Food Related)	Glenn Sheriff	\$117.21		
Operational Journal: Arizona State University - 03/30/2023	Expense Report: EXP-23-00019104	Expense Report	3/30/2023	7207:Miscellaneous Expenses	CC0642 SSC-School of Politics and Global Studies Academic	PG11340 SSC-Summer Session Residuals-NLT	Restaurants, Catering and Business Meals (Food Related)	Richard Herrera	\$43.22		
Operational Journal: Arizona State University - 04/01/2023	Expense Report: EXP-23-00019257	Expense Report	4/1/2023	7207:Miscellaneous Expenses	CC0642 SSC-School of Politics and Global Studies Academic	PG11340 SSC-Summer Session Residuals-NLT	Interviewee Airfare		\$866.20		Interviewing for Assistant/Associate Professor in Global Studies
Operational Journal: Arizona State University - 04/01/2023	Expense Report: EXP-23-00019257	Expense Report	4/1/2023	7207:Miscellaneous Expenses	CC0642 SSC-School of Politics and Global Studies Academic	PG11340 SSC-Summer Session Residuals-NLT	Interviewee Expenses		\$58.33		Meals were not paid by ASU.
Operational Journal: Arizona State University - 04/01/2023	Expense Report: EXP-23-00019257	Expense Report	4/1/2023	7207:Miscellaneous Expenses	CC0642 SSC-School of Politics and Global Studies Academic	PG11340 SSC-Summer Session Residuals-NLT	Interviewee Expenses		\$114.68		Four Lyft rides

Journal	Business Document	Journal Source	Accounting Date	Ledger Account	Cost Center	Program	Spend Category as Worktag	Worker	Total	Memo	Line Memo
Operational Journal: Arizona State University - 04/05/2023	Expense Report: EXP-23-00019714	Expense Report	4/5/2023	7207:Miscellaneous Expenses	CC0642 SSC-School of Politics and Global Studies Academic	PG11340 SSC-Summer Session Residuals-NLT	Restaurants, Catering and Business Meals (Food Related)	Magda Hinojosa	\$31.33		
Operational Journal: Arizona State University - 04/05/2023	Expense Report: EXP-23-00019714	Expense Report	4/5/2023	7207:Miscellaneous Expenses	CC0642 SSC-School of Politics and Global Studies Academic	PG11340 SSC-Summer Session Residuals-NLT	Restaurants, Catering and Business Meals (Food Related)	Magda Hinojosa	\$31.33		
Operational Journal: Arizona State University - 04/05/2023	Expense Report: EXP-23-00019714	Expense Report	4/5/2023	7207:Miscellaneous Expenses	CC0642 SSC-School of Politics and Global Studies Academic	PG11340 SSC-Summer Session Residuals-NLT	Restaurants, Catering and Business Meals (Food Related)	Magda Hinojosa	\$34.69		
Operational Journal: Arizona State University - 04/06/2023	Expense Report: EXP-23-00019800	Expense Report	4/6/2023	7207:Miscellaneous Expenses	CC0642 SSC-School of Politics and Global Studies Academic	PG11340 SSC-Summer Session Residuals-NLT	Interviewee Expenses		\$38.20		Meals were not paid by ASU.
Operational Journal: Arizona State University - 04/06/2023	Expense Report: EXP-23-00019800	Expense Report	4/6/2023	7207:Miscellaneous Expenses	CC0642 SSC-School of Politics and Global Studies Academic	PG11340 SSC-Summer Session Residuals-NLT	Interviewee Expenses		\$43.29		Taxi from airport to hotel and back
Operational Journal: Arizona State University - 04/06/2023	Expense Report: EXP-23-00019800	Expense Report	4/6/2023	7207:Miscellaneous Expenses	CC0642 SSC-School of Politics and Global Studies Academic	PG11340 SSC-Summer Session Residuals-NLT	Interviewee Airfare		\$668.90		Interviewing for the Assistant/Associate Professor in Global Studies
Operational Journal: Arizona State University - 04/12/2023	Expense Report: EXP-23-00020370	Expense Report	4/12/2023	7207:Miscellaneous Expenses	CC0642 SSC-School of Politics and Global Studies Academic	PG11340 SSC-Summer Session Residuals-NLT	Interviewee Airfare		\$552.80		Interviewing for the Assistant/Associate Professor in GS. Candidate flew to Denver for a conference after the interview. Flight comparison is attached.
Operational Journal: Arizona State University - 04/12/2023	Expense Report: EXP-23-00020370	Expense Report	4/12/2023	7207:Miscellaneous Expenses	CC0642 SSC-School of Politics and Global Studies Academic	PG11340 SSC-Summer Session Residuals-NLT	Interviewee Expenses		\$14.26		Meal was not paid by ASU.
Operational Journal: Arizona State University - 04/12/2023	Expense Report: EXP-23-00020370	Expense Report	4/12/2023	7207:Miscellaneous Expenses	CC0642 SSC-School of Politics and Global Studies Academic	PG11340 SSC-Summer Session Residuals-NLT	Interviewee Expenses		\$136.61		Uber/Lyft for 4 rides
Operational Journal: Arizona State University - 04/24/2023	Expense Report: EXP-23-00021487	Expense Report	4/24/2023	7207:Miscellaneous Expenses	CC0642 SSC-School of Politics and Global Studies Academic	PG11340 SSC-Summer Session Residuals-NLT	Interviewee Expenses		\$110.42		Four rides taxi/uber on 3/15 and 3/17/23
Operational Journal: Arizona State University - 04/24/2023	Expense Report: EXP-23-00021487	Expense Report	4/24/2023	7207:Miscellaneous Expenses	CC0642 SSC-School of Politics and Global Studies Academic	PG11340 SSC-Summer Session Residuals-NLT	Interviewee Expenses		\$12.50		Meal was not paid by ASU.
Operational Journal: Arizona State University - 04/24/2023	Expense Report: EXP-23-00021487	Expense Report	4/24/2023	7207:Miscellaneous Expenses	CC0642 SSC-School of Politics and Global Studies Academic	PG11340 SSC-Summer Session Residuals-NLT	Interviewee Airfare		\$889.91		Airfare for interviewee for Global Studies faculty search
Operational Journal: Arizona State University - 04/25/2023	Expense Report: EXP-23-00021611	Expense Report	4/25/2023	7207:Miscellaneous Expenses	CC0642 SSC-School of Politics and Global Studies Academic	PG11340 SSC-Summer Session Residuals-NLT	Interviewee Airfare		\$1,776.40		Airfare for interviewee for Director search
Operational Journal: Arizona State University - 04/25/2023	Expense Report: EXP-23-00021611	Expense Report	4/25/2023	7207:Miscellaneous Expenses	CC0642 SSC-School of Politics and Global Studies Academic	PG11340 SSC-Summer Session Residuals-NLT	Interviewee Expenses		\$53.34		Taxi rides from airport to hotel and back
Operational Journal: Arizona State University - 04/25/2023	Expense Report: EXP-23-00021611	Expense Report	4/25/2023	7207:Miscellaneous Expenses	CC0642 SSC-School of Politics and Global Studies Academic	PG11340 SSC-Summer Session Residuals-NLT	Interviewee Expenses		\$113.16		Meals were not paid by ASU.