

GENERAL GUIDELINES REGARDING SEARCH EXPENSES AND USING THE FACULTY PROCUREMENT ACCOUNT

- All requests for reimbursement must be submitted on a requisition.
- The requisition should be signed by the originating college/unit. Then, the requisition should be submitted to the Provost's Office for approval and an account number. Include on the requisition:
 - Name of person interviewed
 - Position interviewed for
 - Dates person interviewed
 - Whether it was a meal, hotel room, reimbursement for transportation, etc. should be stated
 - Retain all itemized receipts for meals

Room, meals and tax only at hotels will be paid. The Provost's Office will not reimburse for gifts, movies, excessive phone bills, etc.

MEALS

- Costs for Search Committee meeting meals or refreshments will not be covered when the candidate is not present.
- Maximum number of people taking part in meals will be four (4). This includes the candidate. Department/unit must absorb the cost of more than four attendees. Names of those attending must be included on the requisition. Itemized receipts need to be submitted along with the requisition.
- Cost of meals will be limited to the following:
 - Breakfast \$10.00 per person
 - Lunch \$15.00 per person
 - Dinner \$30.00 per person

ACCOMMODATIONS

- When making reservations for hotel rooms, be sure to tell the hotel for what department/unit the person is interviewing. Bills can not be paid without such verification.
- The Provost's office will pay for single rooms only.
- Radisson, Hotel Pere Marquette and Mark Twain are the preferred choices for hotel rooms. (They give a discounted rate but you must tell them for Bradley candidate from what department, single room).

ADVERTISING

- **Advertising copy is to be previewed and approved by the Director of Human Resources.**
- **For placing ads, get an estimate of the cost of ad. Submit to Provost's Office for approval. If ads are too expensive, the Provost's Office will only make partial payment, the college or unit will be responsible for additional costs.**
- **You must get a P.O. number from Purchasing before the Peoria Journal Star will place an ad.**
- **Display ads for the Chronicle will be used for multiple positions only.**
- **Individual ads for Chronicle will be line ads.**

TRAVEL

- **Candidates are to be reimbursed airfare (restricted to coach or economy); bus; train; airport parking; car rental; and for mileage if they use their own car. Use of personal car for giving candidates tours of the area or parking will NOT be reimbursed.**
- **The Provost's Office does not reimburse for postage or phone calls related to the search. Departments are to absorb those costs.**
- **Candidates are to pay for their own airfare and then be reimbursed. Only under dire circumstances will airfare be paid in advance by Bradley.**
- **Only one expense paid recruiting trip to conference or meeting per department without prior approval.**

MOVING EXPENSES

- **The person hired will be reimbursed up to the amount stated in contract as long as receipts are retained. Receipts must be submitted with a requisition for reimbursement.**

If you are unsure of what will be covered or have any additional questions, please call Laurie at ext. 3152.