

## Search Committee Guidelines for Entertaining Candidates

1. A maximum of two search committee members may accompany a candidate for off campus meals. A candidate's spouse or significant other may participate in meals with the candidate and search committee members.
2. Unless they are included in the candidate's interview schedule where participation by the search committee members is required on campus meals are limited to no more than two search committee members and the candidate.
3. Spouses or significant others of search committee members may participate in meals with the candidate and the search committee member at their own expense.
4. Meal reimbursements for off campus meals that are part of a search process will be reimbursed to university employees at the approved state rate for meals, and for other participants at the actual meal cost
5. University dining facilities should be used for meals with candidates whenever possible.
6. The university will not reimburse for the purchase of alcoholic beverages.
7. Itemized receipts are required.
8. Rooms booked for candidates during the search process may be direct billed to the university. The university will not be responsible for any charges billed to a candidate's room.
9. Employees will not be reimbursed for tips on their meals if the price of the meal and the tip exceeds the state reimbursement rate for the meal.

Effective June 13, 2008

Effective date August 1, 2007