

CHECKLIST FOR FACULTY SEARCH EXPENSES

The listed process begins once the Search Committee has received approval from the Dean to invite candidates to campus.

- 1) The Candidate Interview Form must be filled out for each candidate to be interviewed. This form needs to be sent to the Dean's office as soon as plans for the visit are finalized. See attached a copy of the updated candidate interview form.
- 2) A copy of the candidate's vitae must be sent to the dean before the scheduled interview date. Candidates meet with the dean only; they do not have to meet with the provost or the president.
- 3) All expenses for the candidate will be reimbursed by the Dean's office. An expense account should be signed by the candidate during their visit to campus. The candidate should be asked to mail all of their receipts to the departmental office as soon as they are available. **Expense accounts should be completed in the department and forwarded to the Dean's office for signature and processing.**

The Dean's Office will pay for meals for search committee members as listed below. Any changes to the listed sequence must be approved by the dean. **Note: No faculty will be reimbursed for meals off campus during the working day. Breakfast and lunch meals on campus are approved per the guidelines. One dinner meal off campus is approved per the original guidelines.**

- One dinner OFF CAMPUS
(includes 3 search members + candidate) and
 - One breakfast, one lunch and one dinner ON CAMPUS
(includes 3 committee members for each meal + candidate)
 - If a student is invited to eat with the candidate on campus, the student should use his/her meal ticket, if available.
 - Costs for alcoholic beverages will not be reimbursed.
- 4) **The per diem meal rates for Breakfast, Lunch, and Dinner** can be found at: <http://www.salisbury.edu/accountspayable/meal.htm>.
 - 5) When eating off campus, one person may pay for the candidate's meal plus the three participants; however, they will only be reimbursed at the per diem rate for dinner. That person then submits an expense account to the dean's office. When submitting receipts for group meals, please include an itemized receipt along with the credit card receipt. A detailed, itemized receipt is required by the Travel/ Accounts Payable Office.
 - 6) The Dean's Office will have meal tickets available for the on campus meals. Meal tickets will be provided to the Search Committee Chair according to the information listed on the Candidate Interview Form. A tally sheet will accompany the meal tickets and should be filled in to verify use of the tickets. When the interview is over the tally form, along with any unused tickets should be returned to the Dean's Office.