

SOU Guidelines for Hosting Candidates

The following guidelines have been prepared to ensure University policies are followed while hosting the candidates. Please direct any questions to Gail Michael, Business Services, 2-6574.

- **No Alcoholic Beverages.** Costs for alcoholic beverages consumed when hosting candidates cannot be paid from State Funds. Alcohol purchases must be at individual expense.
- **Hosted Meal Expenses.** When hosting meals with candidates, actual expenses can be reimbursed, including a maximum gratuity of 15%. An itemized receipt is required.
- **Non-hosted Meal Expenses.** Candidates can be paid current in-state per diem meal rates for non-hosted meals, when submitted on a Travel Expense Report form. Be careful not to request duplicate reimbursement, if some meals are hosted by the University.
- **Limits on Spouse Meals.** Employee spouse meals can only be paid when a candidate is accompanied by a spouse.
- **Reasonable Limits.** Please be prudent and reasonable when determining the number of meals to be hosted, the number of University employees/spouses included, and the restaurant chosen. One or two meals hosted by a single or few University employees are appropriate.
- **Lodging Expenses.** The University will only pay the lodging and room tax. Any other expenses must be paid by the candidate. The department procurement card should **not** be used for reserving or paying any lodging expenses. The lodging expense should be a direct bill to the University or reimbursed by submitting a Travel Expense form.
- **Extended Stay.** If the candidate chooses to remain in town beyond the interview period, any additional meals/lodging should be at their own expense.
- **Entertainment, Gifts, etc.** Expenses related to gifts or entertainment expenses such as theatre tickets cannot be paid from State Funds.

All hosted meal reimbursement requests must include the following information:

- Names of candidate, employees, and spouses in attendance.
- An itemized receipt from the restaurant OR a breakdown of specific expense details and a signature next to the following language, "I certify no alcohol is included in this reimbursement request and that the gratuity did not exceed 15%."

9/1/04