

# **SOP—UNM Biology Department Faculty Search Procedures**

## **Purpose**

The purpose of this document is to identify reimbursement costs allowed by the UNM Department of Biology for recruitment of faculty members during approved tenure and tenure-track faculty searches.

## **Policy**

### **Prerequisites and Required Items**

Pre-approval of meal and alcohol expenses from the College of Arts and Sciences.

### **Overview for Reimbursement and Requesting Exceptions When Hosting a Faculty Search Member**

The Department of Biology will reimburse expenses associated with faculty searches per the following policy. Requests for variation must be submitted in writing for approval by the Department Chair. Hosts for meals or other functions for faculty job candidates are responsible for any non-approved charges that exceed either the following guidelines or any special requests approved by the Chair. Hosts or the Search Committee Chair also are responsible for providing receipts for all expenses to be reimbursed.

Approved expenses are as follows:

- **Meals:** The department will reimburse costs for the faculty job candidate and three designated representatives of the Biology Department (usually the host and two additional faculty members, staff, or graduate students). Meal expenses for additional UNM faculty, staff, graduate students, and spouses will not be reimbursed.
- **Meal Costs:** Reasonable expenses allowed for meals are \$20.40 for each person (up to four) for breakfast; \$25.50 for each person (up to four) for lunch; and \$56.10 for each person (up to four) for dinner. These amounts include tip.
- **Alcohol:** Normally, the College of Arts and Sciences will not approve reimbursement of alcohol from I&G indexes, or any other unrestricted fund unless expressly allowed. An exception to this policy is the recruitment of highly qualified faculty and staff. Alcohol expenses may be reimbursed for

dinners when it is “customary and reasonable considering the facts and circumstances of the particular event” (UAP 4000, Section 5.2.1) and is limited to 30% of the food bill (that is, alcohol must be less than 23% of the total bill).

- Travel and Lodging: The Biology Department follows official UNM Travel Policy and Procedures for travel and lodging.

### **Details for Reimbursement and Requesting Exceptions When Hosting a Faculty Search Member**

Faculty Search hosts should follow the procedures outlined below to ensure timely reimbursement for both themselves and the job candidates.

#### 1. Issues of Special Importance

- a. Internal order forms must be used to process requests for reimbursement for both the hosts and the candidate. If candidate has never been reimbursed by UNM before, a signed W-9 form must be provided to the accounting department.
- b. Business purpose information on the internal order form must state that these charges are expenses incurred for a Biology Department Faculty Candidate visit and must include the name of the candidate and the dates of the interview.
- c. Reimbursement for foreign nationals and foreign travel require special approvals and may require a particular visa status. This approval needs to be routed via Taxation prior to making any arrangements or reimbursements. Hosts need to see the biology account department at least two weeks prior to making final arrangements for the faculty candidate.

#### 2. Reimbursement Policies and Procedures:

- a. Provide all receipts for all expenditures.
- b. Travel:
  - i. Airfare/Train: Economy class within the continental U.S. is acceptable with a three-week advanced purchase. Search Committee Chairs or hosts should contact either the accounting department if they would like the Biology Department to purchase airfares directly. The Search Committee Chair/host and/or the candidate must provide a preferred itinerary. The Department prefers to book all travel in advance instead of having the faculty candidate incur out of pocket charges.

- ii. Automobile: Candidates can be reimbursed at the standard UNM mileage rate (please see <http://www.unm.edu/~gacctng/travel.html>) if they drive their own vehicles. If the candidate is driving from another state, the maximum mileage reimbursement cannot be greater than what economy class airfare with a four week advanced purchase would have cost.
  - iii. Transport between the candidate's hotel, the airport, train station, and the Biology Department cannot be reimbursed without a receipt.
- c. Lodging:
- i. Lodging for two nights will be covered at the standard room rates for UNM approved hotels. A third night can be covered with advance approval from the Department Chair. As soon as possible, Search Committee Chairs or hosts need to contact the accounting department to make arrangements to directly pay for the candidate's room using UNM rates. Rate inquiries should be made to reduce unusually high costs during peak travel times (i.e., Balloon Fiesta, Thanksgiving, etc.). The accepted vendors for lodging accommodations are subject to change, so please check with accounting for the preferred vendor.
  - ii. If UNM approved hotels are full or charging excessive amounts, then comparable rates should be sought at other establishments. Receipts must be provided.
- d. Meals:
- i. The Biology Department will reimburse meal charges for the candidate, and three designated departmental representatives who usually include the host and two other faculty members, staff or graduate students. Meal receipts are required and must be taped to a blank sheet listing the names of all four persons whose meals are purchased. Include the title, and affiliation of the attendees and whether they are UNM employees per Section 4.13 of the General Accounting Guidelines for Employee Food Expense.
  - ii. Hosts will not be reimbursed for excessive meal charges whether the charges result from additional attendees or higher meal costs.

## Approvals and Authorization

Name:		Title:
Revision Number	Approval Date	Comment
1	3/20/13	Approved—Richard Cripps, Chair
2	12/12/13	Approved—Robert D. Miller, Chair
3	12/3/15	Approved—William Pockman, Chair

## Revision Detail:

Current Version Date:		Next Review Date:
Revision Number	Revision Date	Description and Author
1	3/20/13	Update information to Faculty Search—Donna George
2	12/12/13	Update reimbursement limits. Bring policy in line with reimbursements process—Nathan Holscher
3	12/03/15	Update reimbursement limits to reflect hirer reimbursements allowed by A&S food policy—Nathan Holscher

## Distribution

Name	Title