

Guidelines for Faculty Recruiting Expenses

The faculty recruiting account number is 102700-707100

BEGINNING YOUR SEARCH:

- **After the Provost has authorized a search, the Search Chair or Administrative Assistant must begin the posting process in PageUp. In the PageUp system, you will enter the search posting, a diversity and advertising plan, along with a list of search committee members. Once the information is entered, it will go through an approval process before the ad is actually posted.**

ADVERTISING:

- Ads for the Chronicle and Inside Higher Ed are handled by Jami Peelle, in the Office of the Provost.
- Professional journal, web listings, and automated job application services ads should have wording consistent with the approved ad by the Provost or Associate Provosts and the hiring information on the College website.
- Printed media advertising may no longer be necessary, keeping costs in mind please evaluate whether web listings are sufficient.
- Advertising may run no longer than two months before your review application or closing date.
- **All advertising invoices must be electronically copied to Jalene Fox at foxj@kenyon.edu.**

FACULTY ATTENDANCE AT PROFESSIONAL CONFERENCES FOR INTERVIEWING:

Only two members of the search committee for any one search are authorized to attend a professional conference with all legitimate expenses covered. Expenses that are covered include the following:

- Hotel, double occupancy if at all possible – this includes one suite or exhibit hall space for interviewing.
- Meals for search committee members only and refreshments for interviewees – while it is difficult to establish firm cost limits for meals, please select restaurants that are reasonably priced for the locale. **An itemized restaurant receipt with a listing of guests served is required. A credit card receipt showing only a total cost will NOT be accepted.**
- Reasonable tips. Standard Tipping of 15% is allowed for meal service. Tips for excellent service and pre-calculated tips for large parties will be permitted up to 20%. Tips in excess of twenty percent will be reimbursed at the twenty percent amount. Reasonable tips, for other services such as taxi cab drivers, are also allowable.
- Registration fees for conferences are legitimate expenses. Memberships to professional organizations, however, should not be covered with search funds.
- Mileage to and from the airport, taxi fares, and airport parking.
- Airfare and/or mileage at the current IRS rate. Airline tickets may be purchased:
 - By the individual faculty member and reimbursed or
 - With a department p-card
 - Through AAA locally to be charged directly to the College or
 - Through websites such as, but not limited to, Orbitz for Business, Cheaptickets, Priceline, Expedia, etc.

All expenses for reimbursement are submitted to Jalene Fox on a Travel & Entertainment form (found on Provost Web Page) with all itemized receipts attached. After all charges have been verified, it will be submitted to accounting for payment as quickly as possible

Expenses incurred for family members, partners, or guests cannot, and will not be covered.

**You are simply being asked to follow College audit, and IRS guidelines for travel expenses.
Please use and submit the appropriate forms and receipts.**

CAMPUS VISITS FOR CANDIDATES:

Candidates invited to campus are encouraged to make their own travel arrangements at the most reasonable price available. **They should be given a T&E form during their visit** and asked to return it to the Office of the Provost with their receipt(s). Candidates will be reimbursed for:

- Airfare with the ticket stub or email invoice attached;
- Mileage at the current IRS rate; and
- Airport parking
- Meals while traveling

Administrative Assistants may also make candidate travel arrangements using their department pcard. You may use websites such as Orbitz for Business, Cheaptickets, Priceline, Expedia, etc.

Members of the department or search committee who pick up candidates at the airport or return them to Columbus for their flight home will be reimbursed for mileage; please submit a T&E form. Transportation arrangements made with Safety & Security are billed directly to the provost.

Overnight accommodations are available at:

- **The Kenyon Inn** (740-427-2202), preferred, with breakfast available at most times in the dining room.
- **The Gambier House** (740-427-2668) (rates are higher but do include breakfast for the candidate in the cost.) Faculty members joining them for breakfast are additional.
- **The Grand Hotel** (866-430-2692) at 12 Public Square in Mount Vernon. A complimentary hot/cold buffet breakfast is served daily.
- **Holiday Inn Express** (740-392-1900) on Upper Gilchrist Road in Mount Vernon. Continental breakfast is included.

Meals – For breakfast, lunch, dinner, and meetings over coffee, many departments use:

- Wiggin Street Cafe – (740-427- 5105) they do not currently bill to college accounts, so if using a credit card, follow the same process for any other card charge.
- Village Inn – (740-427-2112) bill to the Provost Search Account.
- Kenyon Inn – (740-427-2202) there are two accounts for the Provost at the KI. ***Please use the Provost Search account, and not the Department account, for faculty searches.***
- The Alcove – (740-392-3076) Direct bill to the **Provost/Faculty Search Account**.
- Peirce Hall – All meals with STUDENTS must take place at Peirce. Please use **102700-707100**.
- Other - Please send all other restaurant **itemized, noted** receipts for reimbursement to Jalene Fox.

Please keep the itemized receipt you receive from your meal and forward a copy, with a listing of those served to the provost's office as soon as possible. **These itemized copies are necessary to reconcile the invoices.**

Again, please print your name under the signature and list who attended the meal.

One group meal (usually with the search committee) and/or reception for the department is allowed per candidate; a cap of \$200 exists for this meal. Any balance over \$200 will be charged to the department budget. The ONLY alcoholic beverages covered at meals with the candidates are **beer and wine**. Other alcoholic beverages will be charged to the department. **Again, if spouses/partners/ guests/family attend these meals, please make sure their charges are billed separately, not to the College.**

Please note: The whole department does not need to go to a dinner. If you would like an event for the whole department please plan a small reception. Two or three faculty members, or the search committee, are a sufficient number of dinner guests for meaningful conversation.

Please contact Jalene Fox (740-427-5115 or foxj@kenyon.edu) with any questions on faculty recruiting expenses.