**Instructions for Managing Faculty Recruitment Expenses**

***Please wait to submit your Faculty Recruitment Expenses/Budget Change Request paperwork until all charges related to faculty recruitment and hiring have been incurred, re-classed/reimbursed, and charged to your department budget. This includes any reimbursements to the candidate for any applicable expenses incurred. The Office of the Provost, in cooperation with the Office of the President, will then reimburse your department.***

1. Compile copies of all receipts as well as copies of any re-class and reimbursement forms pertaining to recruitment.
2. Fill out and print the [Faculty Recruitment Expenses Worksheet](http://spu.edu/~/media/university-leadership/provost/documents/Faculty%20Recruitment%20Expenses%20Worksheet.ashx).
	* If you have multiple candidates, please complete separate worksheets.
	* Enter your name, date, and name of department.
	* Enter dates, descriptions, and amounts of recruitment charges, according to the instructions on the form.
	* Assign charges to the proper department budgets according to the following chart:

|  |  |  |
| --- | --- | --- |
| **Office of the President** | **Office of the Provost** | **Your Department** |
| * Advertising (Job Postings)
 | * Breakfast and lunch on campus (All)
 | * Dinner (Interviewers only)
 |
| * Air Travel, ground travel,

 and lodging | * Dinner (Candidate only)**\***
 | * Miscellaneous costs

(calls, mailings, etc.) |

* + - In the case of dinner expenses, you’ll need to separate out the cost of the candidate’s meal. If the cost of the candidate meal cannot be found, divide the total amount by the number of guests and charge the resulting amount to the Office of the Provost. The remainder should stay on your department budget. Please remember that SPU will not pay for alcoholic beverages.
1. Complete and print the [Budget Change Request](http://www.spu.edu/depts/finance/forms/forms.asp) form.
	* You’ll find the downloadable version on the SPU Finance website.
	* Include the name of the candidate, dates, and position for which the candidate is interviewing, as well as Fund/Org/Acct numbers that were charged from your department.
	* Expenses for multiple candidates can share the same BCR.
2. Compile [Faculty Recruitment Expenses Worksheet](http://spu.edu/~/media/university-leadership/provost/documents/Faculty%20Recruitment%20Expenses%20Worksheet.ashx), [Budget Change Request](http://www.spu.edu/depts/finance/forms/forms.asp) form, copies of re-class/reimbursement forms (with highlighted applicable charges), and copies of receipts. Deliver to the Office of the Provost, who will then reimburse your department for the incurred recruitment expenses.

*If you have any questions, please contact the Office of the Provost at* *provost@spu.edu* *or* ***(206)281-2125****. Sample versions of the Budget Change Request form and Faculty Recruitment Expenses Worksheet can be found* [*here*](http://spu.edu/university-leadership/provost/news/faculty-recruitment-hiring-procedures)*.*