University of Northern Colorado

Candidate Recruitment Expense Procedures:

Costs associated with locating and securing new employees will be funded from a centralized budget monitored by the Human Resources Department.

1) **Advertising** for each position is posted on “higheredjobs.com” and is paid through a central budget. If a department would like to do additional advertising (i.e. professional journals, other websites), the amount shall not exceed $500 for each search position. Any amount exceeding $500 requires the approval of the Executive Director of Human Recourses. PCards will be the official means of paying for additional advertising costs.

2) **Direct recruitment expenses** include meeting, interviewing and travel costs associated with bringing a candidate to campus. The direct recruitment costs shall not exceed $1,500 per candidate. Any amounts in excess require approval by the appropriate Vice President.
   a. Complete a UNC Official Function and Training Form and acquire appropriate approval by both an Authorized Official Function Representative and the Executive Director of Human Resources. (If costs expected to exceed $1,500, form will require additional approval.)
   b. Complete a Travel Authorization for each candidate traveling to UNC and ensure that expected costs do not exceed candidate limits.
   c. Have candidate complete a W-9 form in order to request travel reimbursement.
   d. Utilize PCard for related incidental expenses including meals while meeting and interviewing candidate.
   e. Candidates personally incurring expenses must complete the Travel Expense Sheet and provide original receipts with the exception of meals. Meals will be reimbursed based on UNC per diem rates. Such request should be completed within 45 days after the campus visit. The Travel Expense Sheet with the original receipts should be submitted to the department posting the position.

3) Hiring department should approve the Travel Expense Sheet and submit documents to Accounts Payable department. Both the Executive Director of Human Resources and the Search Committee Chair are also required to approve the reimbursement.

4) Candidates should receive reimbursement of travel expenses within two weeks of submitting the appropriate documentation. If reimbursement has not been received, candidate should contact the hiring department directly.