

Faculty Recruitment Reimbursement

Below is an outline of CAS guidelines for Faculty Recruitment expense reimbursements. To expedite payment to your department, please ensure these guidelines have been met before signing off on reimbursement requests.

Complete Travel Policies and related information can be found at: <http://www.wmich.edu/travel>

1. The criteria for reimbursement of faculty recruitment expenses are as follows:
 - a. The College will support up to \$3,600 for bringing candidates to campus and up to \$1,000 for advertising expenses. Expenses above this allocation will be incurred by the department.
 - b. Kalamazoo per Diem rates (see GSA website) will determine the maximum reimbursement rates for hosting candidates.
 - c. Candidate will be reimbursed for meals and incidental expenses, not hosted by department, at the Kalamazoo GSA rates; allowing only 75% of total per diem rate on travel days.
2. Travel Authorization form is required before making any travel reservations. The travel authorization requires departmental chair/director approval as well as dean approval.
3. Airfare should be booked through AAA Travel directly, charging the department's fund and cost center.
4. Candidates can be reimbursed for travel related expenses such as parking, local transportation, mileage and lodging.
5. Unusually high or unique recruitment expenses must be approved in writing by the dean. This approval needs to be submitted along with the travel expense voucher.
6. Alcohol purchases cannot be charged or reimbursed to a Fund 11 account.
7. Submit the "fac-recruit-exp-form" either in paper form or electronically to your budget team. Include a copy (or image) of the voucher and receipts for reimbursement of expenses.
 - a. The spreadsheet is accessible through our server: \\CAS-WFP0.wade.wmich.edu\DeptShares\$\COAS\Dept-Coords\BUDG-Coords Forms and Facts\Travel, Recruitment and Entertainment\Faculty Recruitment