Guidelines for Recruiting Expenses

Policy AD 3.02 Business and Travel Expenses, Appendix 1 stipulates a $100.00 per participant maximum for recruiting hosting expenses for faculty. Recruiting activities, including meals, are part of this policy limit. There is a $300.00 maximum per event, regardless of number of people. One event per faculty candidate being recruited is allowed at this amount.

NOTE: In recognition of the rising costs and the need to provide some clarity on what are considered to be reasonable recruiting expenses, the Vice Presidents and Deans have approved the following guidelines for Recruiting Expenses.

**Policies:**

Policy AD 3.02 Business and Travel Expenses
Appendix to AD 3.02

1. The expectation is that claims will not exceed the per participant policy amount up to a maximum of $300.00 per event. This allows for some flexibility of cost if fewer people attend. If there are special circumstances to account for a claim greater than $300.00, the appropriate Dean may approve the expense and the difference would be the responsibility of the original unit (faculty, department/school, centre, etc.). If the excess amount of a claim is not approved by the Dean, the individual faculty members involved are personally responsible for the costs.

2. The attendees at recruiting meals should not include spouses, partners, or family members of those being interviewed or those on the search committee, unless they have a formal relationship with the University related to the search, or unless approved in advance by the appropriate Dean.

3. Policy AD 3.02 notes that alcoholic beverages are only reimbursable when consumed in the context of a meal and in modest quantity. Judgement must be exercised by personnel incurring or approving hosting expenses to ensure they are appropriate to an organization primarily-funded by public taxation, student fees, and charitable donations.

4. Recruiting hosting is limited to one such event per faculty candidate being recruited. Where the unit approves a second visit by a candidate being recruited, additional events have the regular hosting rate defined in Appendix 1, namely $65.00 per person, per event. Exceptions may be approved by the appropriate Dean.

5. Tipping Caution: the tip should be based on the restaurant’s food charges, not including government taxes. There is an SFU normal maximum of 15% tip before taxes. In restaurants which automatically add a 15% gratuity, ensure that they haven’t based it on the total with taxes included.

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