



Guidelines

Meal Expenses for Search Committees

In accordance with USC System Policy BUSF 7.05, appropriated funds (A funds) may be used for reimbursement of meal expenses associated with a staff search conducted by a formal committee and for any full-time faculty search. The following procedures apply:

- * 1) A maximum of 3 faculty and/or staff may be reimbursed along with the search candidate. For faculty searches, one committee member plus candidate will be the norm for breakfast and two committee members plus the candidate for lunch and dinner.
- * 2) A maximum of \$40.00 per person (dinner) or \$20.00 (breakfast) and \$20.00 (lunch) will be reimbursed. This maximum pertains in all cases whether all A funds are used or a combination of A and R are used.
- * 3) No alcohol may be charged.
- * 4) An itemized meal receipt must be provided for each reimbursement.
- * 5) A copy of the permission to search must accompany each request for reimbursement- (Form A1 for faculty and memo for staff positions). This permission must be signed by all the appropriate persons.

Non-employee Meal Reimbursement

The USCB candidate meal should be processed in accordance with university travel policies, which allow for reimbursement for meals at the per diem rate. Non-employee meals in excess of per diem allowed with self-generated funds if program related or paid directly with Foundation funds.

Host/Hostess Reimbursement

The host/hostess meal reimbursement should be processed in accordance with university procurement policies, and specifically, BUSF 7.05 A9 of the food policy which allows for fair and reasonable amounts, including gratuities and tips. Employee meals may be paid with self-generated funds if program related or paid directly with Foundation funds.

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