

SECTION OF SURGICAL SCIENCES
Faculty Recruitment and Visiting Guest Entertainment Reimbursement Policy
Effective December 1, 2013

This details the Section of Surgical Sciences (SSS) policies for entertainment of faculty recruits and visiting guests, such as visiting lecturers, and the procedures for reimbursement of expenses. The policy applies to all official Department and Division recruitment activities and entertainment of visiting professors who are not giving named endowed lectures, regardless of funding source.

GENERAL GUIDELINES

- ❖ Before proceeding with an invitation for any faculty recruitment, the strategic need of a new faculty member should be discussed with and approved by the Chairman of the Section of Surgical Sciences.
- ❖ This policy will also apply for visiting lecturers and other visiting professors who are not invited for one of our regularly scheduled endowed lectureships.

REIMBURSEMENT POLICIES

- ❖ Cap on meals and entertainment (excluding tips):
 - Breakfast is limited to \$25 per attendee
 - Lunch is limited to \$25 per attendee
 - Dinner is limited to \$75 per attendee
 - Alcohol expenses are limited to \$20 per attendee and is in addition to the meal caps listed above
 - Tips are reimbursable up to 20%
- ❖ Expenses over the cap are not reimbursable and will be considered personal expense.
- ❖ The number of attendees for faculty recruitment dinners is limited to eight, or if attendance of more than eight is deemed necessary, the reimbursement cap is \$760.
- ❖ A list of persons attending and their relationship to the business purpose must be submitted.
- ❖ All expenses require an original itemized receipt, regardless of the amount.
- ❖ Recruitment expenses should be coded to account 62420 for Faculty Recruitment. Any alcohol charges should be coded as entertainment using account 62110.