Staff Recruiting Expense Guidelines

The University will fund the ordinary and necessary expenses incurred in the staff recruitment process as defined in the guidelines below. Typical recruiting expenses include advertising, travel, lodging, and meals. The following guidelines define the allowable staff recruiting expenses:

Advertising
- Online or printed advertisements posted on general job boards (LinkedIn, Indeed, etc.), industry specific job boards, or relevant diversity job sites. Some searches may require additional advertisement placements.
- Penalty fees for late payments are not allowable.

Travel
- Mileage for candidate’s use of personal vehicle for travel to/from Waco. Reimbursement is calculated using IRS standard mileage rate for travel directly from candidate’s originating location to/from Waco.
- Rental vehicle if required for Baylor business during candidate’s stay. Vehicle must be:
  - Intermediate or standard size
  - Rented in candidate's name
- One round-trip airline ticket for candidate.
  - Flights must be arranged as far in advance as possible.
  - Least expensive route of transportation must be determined.
  - Accommodation of candidate’s travel schedule must be considered.
  - Only economy/coach class airfare is allowable.

Lodging
- One night of lodging for candidate when overnight stay is required.
- Second night of lodging for candidate only when second night stay is justified by valid business purpose.

Meals
- Meals for candidate during course of travel to/from Waco and during stay.
- Meals for candidate and search committee members.
- Meals for students or non-Baylor employees only if students or non-Baylor employees are bona fide members of search committee.

Other
- Good stewardship of University resources is required throughout recruitment process.
- Detailed itemized receipts must be submitted for reimbursable expenses.