

CIAS Guideline – Reimbursement for Search Committee Hospitality

Hosting prospective candidates for dinner as part of the CIAS faculty or staff search process is acceptable. To minimize expenses, these dinners should be limited to the candidate and the members of the search committee and should not exceed \$350.00 (includes all food, beverages and tips). Any amount beyond \$350.00 will not be reimbursed and will be the responsibility of the search committee chair. CIAS will not reimburse search committee members for any social events with candidates beyond breakfast, lunch and dinner.

Since search committee dinners involve individuals external to RIT, expenditures for alcoholic beverages are generally acceptable (Re: Section A of RIT's Policies for Selected Discretionary Expenditures http://www.rit.edu/controller/payable/discretionary_expenditures.html#a). When students are in attendance, no alcohol may be purchased for reimbursement.

Discussion of this guideline should be included in the charge presented to search committee at the onset of the search process.

Responsible Office: CIAS

Effective: March 2014

Guideline History: