Recruitment Expense Policy for Faculty and Staff Positions

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General Description

Policy Summary:

This policy outlines the expenses covered and the procedures for reimbursement during the recruitment process for full-time faculty and staff positions at the university. Each position is allowed a budget of $5,800 for job ads, candidate transportation, lodging and meals for both the candidates and the search committee. This policy ensures that recruitment activities are conducted within the allocated budget, promoting fiscal responsibility and transparency.

Purpose:

The purpose of this policy is to establish clear guidelines for allowable expenses and reimbursement procedures associated with the recruitment of full-time faculty and staff positions. This ensures that the recruitment process is conducted consistently, efficiently, and in a fiscally responsible manner, while also maintaining transparency and compliance with Trinity standards.

Scope:

This policy applies to all full-time faculty and staff positions

Exceptions:

If any exceptions are needed, these are made with the approval of Human Resources.

Responsible Department:

Human Resources

Policy Content

Recruiting expenses and payment procedures are outlined below. Please ensure

that all staff involved with recruitment are familiar with these guidelines. Any questions may be directed to the Human Resources Office.

Expenses Covered

Generally, only expenses for job postings and those incurred for the candidate's transportation, lodging, and meals will be paid from the recruitment fund. Any special forms of entertainment, special events, or receptions involving the candidate, students and/or entire departments should be limited and must be funded from other sources. Reimbursement will not be made for mileage or the use of a personal or rental vehicle by a candidate who resides in San Antonio.

Transportation

All transportation costs involved in the round trip between the candidate's home and Trinity will be covered (i.e., airfare, rideshare services, taxi cab, shuttle services, airport parking fees). Reimbursement will be made for the use of a personal vehicle at the rate of the active IRS per mile for the calendar year. Google maps should be included as supporting documentation in the Workday expense report.

As in Trinity's travel policy, airfare is restricted to tourist or coach class. The original invoice or receipt showing flight schedule and cost should be attached to the Purchasing Card (P-Card) or out of pocket expense report Every attempt should be made to obtain the least expensive airfare (this includes going online and checking airfares), which may mean traveling on certain days of the week or times of day.

Lodging

University Guest Apartments

The first source of lodging is one of the two university guest apartments which can be reserved on T-Space by searching "apartment" in the search bar. Please do not assume the reservation is made until you receive a confirmation from T-Space

Hotels

If a university apartment is not available for the candidate's visit, please select a hotel that is reasonable and close to campus.

Trinity will not pay for movies, phone calls, alcohol, or personal expenses in the hotel. Please explain to the candidate in advance that they will need to take care of these personal expenses

prior to checking out. This should also be explained to the reservations clerk at the hotel when making reservations, emphasizing that Trinity will not pay for these charges. Should these expenses appear on Trinity's final billing, the department's cost center will be charged for these items only. It will then be the department's responsibility to obtain reimbursement from the candidate. Also, remind the hotel at that time that Trinity is "tax exempt" (this means Trinity does not pay the state tax, but does pay the city and county taxes).

Meals

Luncheons and dinners with candidates are important times in the interview process when the department get to know the candidate better and the candidate learns more about Trinity. These meals should only include people involved in the interview process and should be limited to approximately four individuals. There are obvious exceptions to this, particularly at lunch when students may be involved.

Important

Advise the host in Skyline that the luncheon is **OFFICIAL UNIVERSITY BUSINESS**. No tax will then be charged. Removal of the tax is not possible after billing is sent to Human Resources.

The selection of restaurants and the cost of meals should be kept in a moderate range. A $12 breakfast, $15 lunch, and a $30 dinner would be appropriate. Meal expenses for spouses are not reimbursed under recruiting. The department’s cost center must cover this expense if needed.

P-Cards

The P-Card receipts are to be uploaded to Workday and charged to the recruiting cost center (1263CC Recruitment). The receipts should state what the expense is for.

Please indicate the candidate's name, position, and the names of others attending. If the names are not known to Human Resources, please identify (e.g., students).

Trinity University Guest Apartment Policy

Location

106 Oakmont Court (behind the Holt Center)
Apartment #1 - 1st Floor
Apartment #2 - 2nd Floor

Reservations

Through the T-Space

Check In Time

2:00 p.m. No earlier arrivals.

Check Out Time

11:00 a.m. Please, no exceptions.

Cleaning Services

The apartments are cleaned daily between the hours of 11:00 a.m. and 2:00 p.m. Host departments are expected to arrange their guests' schedules, so the cleaning staff has access to the apartments during these hours.

Maximum Occupancy per Night

2 people- No children or pets

Maximum Length of Stay

3 nights

Keys

Must be picked up at the Trinity University Police Department (TUPD) and returned to TUPD within 24 hours after the guest's departure. The host department will be responsible for the lost key charge if the apartment key is not returned to TUPD within 24 hours of the candidate's departure.

Cost

Use of an apartment will be charged to the recruiting cost center given on the reservation. Questions on charges should be directed to Conferences and Special Programs at 210-999-7601.

Telephone

Apartment #1 is 210-999-3107
Apartment #2 is 210-999-3108
Guests are expected to make long-distance calls using their personal cell phone.

The apartments have small refrigerators but no cooking facilities other than a coffee pot. Cooking is not allowed in the apartments. Hosts may wish to provide their guests with fruit, cheese, snack food, and wine or soft drinks. The cleaning staff will dispose of any leftover food and/or beverages.

Departments sponsoring University guests are required to house them in a guest apartment if one is available. Payments to hotels and motels will not be approved unless an apartment is unavailable for the dates requested. The apartments are not available for personal guests of the University faculty and staff. Candidates for Trinity positions are given priority booking.

Please call the Conferences and Special Programs office (210-999-7601) if you have any questions concerning the use of guest apartments.
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Recommended Hotels

Contact the hotel for current rates.

Sheraton Gunter Hotel
205 E. Houston
(210) 227-3241

St. Anthony
300 E. Travis
(210) 354- 9221

The Westin Riverwalk
420 West Market Street
(210) 224-6500

Holiday Inn Riverwalk
217 St. Mary's Street
(210) 224-2500

The Fairmount
401 S. Alamo Street
(210) 224-8800

Hotel Indigo San Antonio - Riverwalk by IHG
830 N. St. Mary's Street

(210) 527-1900

Outer Area:

Estancia del Norte San Antonio, Tapestry Collection by Hilton
37 NE Loop 410
(210) 366-2424

When making reservations, remind the hotel staff that:

1. Trinity is tax-exempt (from state, not city)
2. Trinity will not pay for movie, alcohol, or telephone charges.

Please give the hotel **your name as the "contact" person,** even if your office is not paying the invoice. This will facilitate record keeping, particularly when hotel bills come in, and the name of the guest is not immediately recognized by recruiting.

Related Documents

Related Documents:

Document Type:	Document Name:	Document Number:
Policy	Travel Policy	BUSO-0026

Revision Management

Revision History Log:

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Vice President Approval:

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