



Recruiting Policy

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General Description

Exceptions:

None.

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 President's Office.

Expenses Covered

As a general rule, only expenses covering the candidate's transportation, lodging, and meals will be paid out of the Recruitment Fund. Any special forms of entertainment, special events, or receptions involving the candidate, students and/or entire departments should be funded from other sources. As a matter of policy, reimbursement will not be made for mileage or the use of a personal or rental vehicle by a candidate in San Antonio.

Transportation

All transportation costs involved in the round trip between the candidate's home and Trinity will be covered, i.e., air fare, taxi cab, shuttle services, airport parking fees. Reimbursement will be made for the use of a personal vehicle at the rate of 55.5 cents per mile (effective January 1, 2012).

As in our 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 DPO documentation when submitted for approval. This applies whether we are reimbursing the candidate or paying the travel agent directly. 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. Please call ext. 8411 to check on the availability of the apartments on your dates. When reserving an apartment, the University Guest Apartment Reservations Form should be filled out in triplicate and submitted to the President's Office for confirmation. Please do not assume the reservation is made until you receive this form back with confirmation (these forms can be ordered through central receiving, ext. 8291) or go to this link for the form (reservation form). The cost of each apartment is \$50.00 per night. A copy of the guest apartment guidelines follows.

Hotels

If an apartment is not available for your candidate's visit, one of the hotels on the following information sheet should be utilized. Trinity has accounts set up with these hotels, so give the reservations clerk your name and department and ask that the charges be direct billed. Please attempt to use the hotels with the lower rates first.

Trinity will not pay for movies, phone calls, liquor, or personal expenses in the hotel. Please explain to the candidate in advance that he/she 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 S & E account will be charged for these items only. It will then be the department's responsibility to obtain a 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). The approved hotels already have the University's tax exemption certificate on file. If you experience any problems in making reservations or obtaining direct billing, please call the Executive Assistant to the President or the Executive Coordinator in the President's Office for assistance. Some hotels only show President's Office staff names for direct billing and they will intercede for you.

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 us. 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

Always advise your waiter/waitress in the Skyline Room that the luncheon is **OFFICIAL UNIVERSITY BUSINESS**. No tax will then be charged. Once ARAMARK has sent the billing, it is too late to advise them of this fact. Also, please sign your name, department, and "University Business" on the receipt, not "Academic Affairs", "President's Office" or "Recruiting Account". This billing will be sent to your department for preparation of the DPO.

The selection of restaurants and the cost of meals should be kept in the moderate range. A \$12 breakfast, \$15 lunch and a \$30 dinner would be appropriate. Generally costs in excess of these amounts will not be reimbursed and should be covered by the department's S & E or the individuals in attendance. Please pay special attention to the documentation required for the reimbursement of meals and hotels as explained in the Travel Policy. Meal expenses for spouses generally are not reimbursed.

Department Purchase Order

The DPO should be completed with the exception of the account number. The account number will be filled in by the assistant to the Vice President in Academic Affairs for all departments in Academic Affairs and by the director of Human Resources for all departments not under Academic Affairs. Attach all original invoices and receipts to the DPO. It should be signed by the chair/director of the department and the appropriate vice president before being routed to the assistant to the vice president in Academic Affairs or the director of Human Resources for processing.

When requesting payment for meals, please designate the candidate's name, position, and the names of others attending. If the names would not be recognizable, please identify e.g., students.

Please break out all expenses with explanation on the lower portion of the DPO. The total to be paid should be shown in one lump sum at the top. If the receipts are lengthy, an expense summary sheet may be used.

Trinity University Guest Apartment Policy

Location

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

Reservations

Through the President's Office - 210-999-8401

Check In Time

2:00 p.m.

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 Department of Campus Security and returned to the Department of Campus Security within 24 hours after guest's departure. A charge of \$20.00 will be made to the host department for lost keys or keys not returned within the 24 hour period.

Cost

\$50.00 per day. Use of the apartments will be charged to the account given on the reservations form (purchased through Central Receiving, ext. 8291) and will appear on general ledger at the end of the month. Questions on charges should be directed to Junior Accountant, ext. 7390.

Telephone

Apartment #1 is 210-999-3107

Apartment #2 is 210-999-3108

Guest are expected to make long-distance calls by credit card or calling collect. Long-distance charges will be the responsibility of the host department and charged to the department's S & E

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-type 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 Office of the President (210-999-8401) if you have any questions concerning the use of guest apartments.

Recommended Hotels

Contact hotel for current rates.

Downtown	Sheraton Gunter Hotel 205 E. Houston (210) 227-3241	\$129 Standard Room \$159 Club Level Code: "TRINITY UNIVERSITY"
	St. Anthony 300 E. Travis (210) 354- 9221	\$119 Code: "TRINITY UNIVERSITY"
	The Westin Riverwalk 420 West Market Street (210) 224-6500	\$180 local rate Special instructions : Call (210) 444-6104 and ask for "TRINITY UNIVERSITY" rate
	Holiday Inn Riverwalk 217 St. Mary's Street (210) 224-2500	\$125 Single or Double - City or River view
	The Fairmount 401 S. Alamo Street (210) 224-8800	\$159 Standard Room Code: "Trinity University"
	Hawthorne Suites Riverwalk 830 N. St. Mary's Street (210) 527-1900	\$99 Sun -- Thurs \$129 Fri -- Sat Code: "TRINITY UNIVERSITY"
Outer Area	Holiday Inn Select 77 NE Loop 410 (210) 349- 9900	\$99 Single or Double Occupancy Groups: Call for "TRINITY UNIVERSITY" group rates
	Doubletree Hotel San Antonio 37 NE Loop 410 (210) 366-2424	\$96 Single or Double Occupancy \$116 Executive Level Code: "Y-050"
	AmeriSuites - Airport 7615 Jones Maltsberger Road (210) 930-2333	\$85 for Standard Suites Code: "LTUN"

When making reservations, remind the hotel staff that:

1. Trinity is tax exempt (from state, not city)
2. Trinity will not pay for movie, liquor 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 our business office as one of our recruitment candidates.

If you encounter any difficulties with any of these approved properties, please advise the Executive Assistant to the President or the Executive Coordinator at 210-999-8401.

If your department has a visiting VIP who needs special accommodations, please feel free to call the President's Office for suggestions on upgraded special rates at other hotels.

Related Documents

Related Documents:

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

Revision Management

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Vice President Approval:

Enter Vice President(s) that are responsible for approving this document

Name:	Title:
Gary Logan	Vice President for Finance & Administration