

Guidelines for the Reimbursement of CALS/MAFES Faculty Interview Expenses

Background: When faculty retire or leave the university, CALS/MAFES heads will communicate with the CALS Dean and/or MAFES Director about refilling the position. If approved, the search and screening process of bringing candidates to campus or our research units results in expenses such as airfare, hotel, meals, etc. The Dean/Director's offices do not want interviewing costs to be a factor in the selection process to assure robust candidate pools. Vacated faculty funds are pulled back centrally into CALS/MAFES. Note that for CALS if the faculty position is vacated and interviewed in the same fiscal year (FY), the CALS Dean's office receives only 42% of the 10-fund lapse from the Provost's Office that can be used for operating expenses. If the faculty position vacates in one FY but is interviewed in another, those funds are moved to the CALS faculty pool and cannot be used for operating/interview expenses and can only be used for instructional faculty salaries. To this end, neither the department nor the CALS Dean have access to the vacated funds in a category to use for interview expenses unless the position is vacated and filled in the same FY. These same lapsed funds are also used to cover other expenses during faculty vacancies such as lecturers, RAPs, etc. Nevertheless, the CALS Dean's and MAFES Director's office seeks to assist departments in cost sharing the primary expenses of bringing candidates to campus or our research units to interview.

Reimbursement Guidelines: The CALS Dean's and MAFES Director's offices will reimburse the primary cost of airfare and hotel (up to \$1,000 per candidate) for faculty candidate interviews. If a candidate chooses not to fly because of reasonable proximity to the MSU campus or off-campus R&E Center, we will reimburse the roundtrip mileage for travel from their location instead of airfare. The departments/units are expected to cover all other incidentals related to meals, incidental mileage (e.g., if they request mileage reimbursement to and from their home and a regional airport), parking, baggage fees, gifts, Foundation expenses, etc. The costs of airfare and hotel will be split by appointment (CALS/MAFES), excluding percentages of splits that are Extension, CFR/FWRC or another unit (i.e., this remaining portion of the airfare/hotel costs would be assumed by the department/unit, or CALS/MAFES heads would have to engage the appropriate alternate Dean or Director for reimbursement of this portion of the costs). Reimbursement for faculty interview airfare/hotel expenses is only for faculty positions in CALS/MAFES academic departments and the R&E Centers and branch stations on hard (10 and 16) funding and does not include affiliate faculty or soft-funded faculty (e.g., Assistant Research Professors, Centers and Institutes, etc.). Departmental/unit staff position interview expenses are the full responsibility of the Department/Unit. Any special circumstances or exceptions to these guidelines requires CALS Dean and/or MAFES Director approval.

Operating Procedures: Departments/units should pay for airfare and hotel costs through the department directly. For reimbursement after the interviews are concluded, departments should scan a copy of the hotel and airfare receipts and provide the attached spreadsheet, or something similar (to include the Banner document # for the expenses on the receipts), to the appropriate CALS/MAFES Budget Administrator along with the name(s) of the candidate(s), which position they interviewed for (PARF #), hotel and airfare costs shown separately, and an account number for reimbursement. CALS/MAFES budget administrators will determine

whether to reimburse to the account listed or work with departments/units to move expenses onto another fund. An example spreadsheet of what is required for reimbursement along with receipts is provided in the attached Figure. Note that departments/units are welcome to shoulder the entire costs of the interview expenses and not request reimbursement if they so choose, as there is no requirement to follow these reimbursement documentation guidelines if departments/units would rather cover these costs internally or via other sources.

Example Spreadsheet for Reimbursement of Candidate Interview Expenses for CALS/MAFES:

CALS/MAFES Faculty Interview Expense Reimbursement Request				
PARF #:	123456			
% CALS	60%			
% MAFES	40%			
% Other (EXT, etc.)				
FOAP(A) for reimbursement:				
Banner Doc #	Candidate Name	Vendor	Description	Amount
PC123456	John Doe	Marriot Inn	Hotel stay 2/1/24-2/2/24	\$ 300.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			TOTAL	\$ 300.00

Guidelines Approved and Established:

 Scott T. Willard
 Dean – College of Agriculture and Life Sciences
 Director – Mississippi Agricultural and Forestry Experiment Station

2/16/2024
 Date