

## **RECRUITMENT PAYMENT PROCEDURES (G/L 530502)**

### Reimbursement of Expenses to Prospective Employees

Prospective employees may be reimbursed for the following expenses incurred during the recruitment process:

1. Actual cost of transportation to and from the interview site, including local transportation. (Expenses for personal automobile use are limited to the amount authorized by University travel regulations).
2. Actual cost of food and lodging.
3. Expenses for transportation, food, and lodging for accompanying partner (limited to one visit).

### Payment Procedure for Reimbursement of Recruitment Expenses

A PRD may be submitted for reimbursement of recruitment expenses. Original paid receipts as well as the following information must be attached to the PRD:

- Name of prospective employee.
- Title of position for which recruitment expenses have been incurred.
- A listing of University hosts and any accompanying partners attending the activities.
- Itemized expenditures. Receipts are required for plane fares and lodging expense reimbursement. An itemized statement of subsistence expenses and other expenses, when appropriate, must be submitted by a prospective employee.

The PRD reimbursing the prospective employee and/or the individual who has incurred recruitment expenses while the prospective employee is on campus should contain in the description or on an attachment the statement, "**payment of recruitment expense**"; and the following certification: "**I certify these expenses were incurred as a result of recruiting for employment by the University of Kentucky.**"

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## **GUEST SPEAKER EXPENSE REIMBURSEMENT (G/L 530501)**

You may obtain an itemized expense statement from the guest to attach to the PRD, or you may give full details of the expenses in the description section of the PRD, including the following:

- Lodging:** Dates the guest stayed, hotel rate, etc.
- Meals:** Attach actual meal receipts, **or** you may use the employee per diem rate if you note the dates and times of each meal.
- Mileage:** List to and from cities, number of total miles, and mileage rate.