

Search Expense Procedures - ()

PLEASE USE THE FOLLOWING FOAP CODES WHEN CHARGING SEARCH EXPENSES TO HR				
#110002	Fund Code			
#135186	Org Code			
See Below	Account Code	USE ACCOUNT# FROM BELOW (No other account codes are to be used)		
GA	Program			
	Activity Code	ACTIVITY CODE IS THE SPECIFIC POSITION CODE AND IS REQUIRED		
Account #	Description	Search Expense - Limit per CANDIDATE	Allowable Search Expenses	Non-Allowable Expenses Through The HR Recruitment Budget
#708092	Parking	\$25 per day	Airport parking at candidate's home city	No other parking expenses should be incurred by the candidate
#730001	Airfare	\$600 Regional Travel, \$800 National Travel	If candidate purchases ticket, inform candidate they will need your approval before the purchase.	First Class, Boarding and Seat Upgrades, flight insurance
#730011	Ground Transportation	\$100	Hiring Manager should transport candidate during campus visit. Shuttle service provided by hotel should also be used from the Colorado Springs airport. Airport parking at candidate's home city.	Car Rentals are not typically allowable unless there is a cost savings of flying into DIA and renting a car versus flying into Colorado Springs.
#730021	Mileage	Current IRS Limits	Personal car travel over 50 miles	Less than 50 miles of personal car travel
#730031	Lodging	\$400 for two nights/ \$200 per night	Use hotels with a CC discount. Hotel list is on "Purchasing" page of CC website	Hotels that do not have a CC discount
#707501	Official Function - Meals	\$100 per meeting/meal	Snacks and beverages only for interviews or search team meetings. Moderate price restaurants for lunch or dinner with candidate	Full breakfast/lunch/dinner meals for search team, department team or at campus-wide candidate presentations.
#730041	Candidate Meals	\$50	FOR CANDIDATE ONLY - while traveling or staying at hotel, typically just breakfast	Meals for family members traveling with the candidate to interview.
	*ANY EXCEPTION MUST HAVE APPROVAL OF TALENT ACQUISITION MANAGER			Other Non-Allowable Expenses
				Travel for Spouse to Accompany Candidate to Campus Interview
				House Hunting Trip in Addition to Campus Interview Trip
	** For candidate out-of-pocket expense reimbursement, the candidate completes a W9 during their campus visit. The W9 with receipts must be submitted when making the check request to Accounts Payable.			
Updated - 8/19/19				