

AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

Policy Number: 4:017	Supersedes Policy Number: IV:04:02
Date: August 1, 1986	Dated: October 1, 1981
Subject: Recruitment Reimbursement (Faculty/Administration)	
Initiating Authority: Vice President for Finance and Administration	SBR Policy/Guideline Reference:
Approved: <i>Robert O. Linn</i> President	

General

These procedures have been established to ensure consistency in the reimbursement of applicants invited for on-campus interview.

Procedures

The procedures to be followed in reimbursing applicants for expenses incurred while interviewing for faculty and/or administration positions are listed below:

1. Travel reimbursement expenditures will be authorized for permanent faculty position, administrative positions at the director level or higher, and any other positions which have been approved in advance by the President.
2. Applicants for faculty/administrative positions shall be reimbursed at the prevailing in-state reimbursement schedule as set by the State Board of Regents.
3. Total travel reimbursement should be made to prospective faculty/staff members if the position is not tendered or if the position is tendered and accepted.
4. In the event a prospective employee declines to accept the tender of employment, only one-half of the travel expenses will be reimbursed.

5. Approval of travel reimbursement expenditures for prospective employees must be approved in advance by the appropriate dean or senior administrator. Reimbursement is subject to funding availability.
6. Exceptions to these procedures must be approved by the President.