

Faculty Recruitment Expense Guidelines for approved candidates

Please take this as a reminder and opportunity to familiarize yourself with expense guidelines to keep in mind so that we are compliant with university expenditure policies.

1. The university will not pay for any personal travel. If a faculty candidate mentions to you they are coupling their visit with a vacation or if they're interviewing elsewhere, make sure they understand that we only reimburse expenses related to their time at USC and the roundtrip equivalent from their home to Los Angeles.
2. The university will not pay for dependent care. Unfortunately, if a faculty candidate must put their children in daycare or pets in boarding while they are visiting USC, they must coordinate and personally pay for this on their own.
3. The limit for all meal expenses is **\$100** per person, including gratuities and taxes. Maximum daily rates are here for your reference: <http://fbs.usc.edu/depts/DC/page/1246/maximum-rates/>
Expenses that exceed the maximum rates must be approved by a Vice President or Dean.
4. USC has negotiated special rates with many LA hotels. Please take advantage of this benefit: <http://fbs.usc.edu/depts/travel/page/1381/hotels-motels-and-lodging/>
5. USC has negotiated rates with other Travel Suppliers such as Travel Agencies, Ground Transportation, etc. Information can be found here: <http://fbs.usc.edu/depts/travel/page/1283/contract-travel-suppliers/>
6. If a candidate makes a trip here after having accepted an offer from us, this is no longer a faculty recruitment expense. If their offer letter allows them to make a house hunting trip prior to their start date, please contact **Greg Constante in VBA** for the appropriate account number.

Some administrative tips:

1. Please make every effort to obtain all receipts. Please use account 12-1501-0026 for all recruitment expenses. The expense report will route to me for approval.
2. Please keep in mind the importance of **timely submission** and taxable income. Travel related expense reimbursements are treated as a **non-taxable reimbursement when submitted within 60 calendar days** of the trip return date and all other requirements of the university's business expense policies are met. Pursuant to IRS guidelines, expense reimbursements are generally treated as a **taxable reimbursement when reimbursements are submitted more than 60 days after the transaction date or the trip return date**. No reimbursements will be accepted on account 12-1501-0026 after June 30.
3. Please use the following form to process Internal Requisitions and send to me electronically for endorsement: <https://www.fs.usc.edu:8080/forms/internal.html> Be sure to include department, candidate name, and date on the req. In case of a last-minute need for an IR, the dept may endorse the IR but please be sure to send me the req information.

Links for more information:

<https://policy.usc.edu/reimbursements-expenditures/>

<https://procurement.usc.edu/travel/request-reimbursements/maximum-rates/>

<https://businessservices.usc.edu/travel/>

Thank you in advance for your cooperation. Please let me know if you have any questions.

Jennifer Alvarado

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