

## **COE Guideline: Payment of Expenses Related to Prospective and New Faculty/Staff Visits to the College of Education**

**Purpose:** This guideline is to clarify the responsibilities of the Dean, departments and candidates in paying expenses related to prospective and new faculty/staff visits to the College of Education. It is to be treated as a guideline, and any modifications may be made at the discretion of the Dean.

**Search Expenses:** This category is defined as prospective faculty visits for the purpose of attending interviews for a faculty or staff position. Any expenses paid for the spouse/partner of a candidate should be considered a taxable benefit.

- Dean's Office (Budget 212-01 UP10010, cost center: OTHERSEARC):
  - Transportation costs to University Park (air, ground) – candidate only
  - Lodging – to cover candidate only for period necessary to conduct interviews and should be comparable in cost to the Nittany Lion Inn.
- Department:
  - Meals for candidate only
- Candidate:
  - Phone calls, local rental car, entertainment

**Other Visits:** All other expenses, such as other visits or house hunting trips, should be paid by the candidate directly. The Dean may authorize a maximum payment of one months' salary (one-twelfth pay for those on a 48 week appointment or one-ninth pay for those on a 36 week appointment) to be used for these kinds of expenses. If authorized, such payments will be paid through a single payroll payment. This payment will only happen after the employee's official start date and will be considered compensation with appropriate tax and benefit withholding.

Please secure approval from the Dean for any expenses not falling within the guidelines listed above. All taxable benefits to the candidate should be reported using the Moving Expenses Support Form (available in GURU).