**CLAS Policy – Faculty Recruiting and Special Events Policy**

To assist compliance with GVSU’s policies on meals (Travel Policy and Procedures, 2/27/12), the College of Liberal Arts and Sciences (CLAS) Dean’s Office is providing clarification on expenses related to faculty recruiting and special events.

# Faculty Recruiting

All CLAS faculty recruiting expenses related to meals should be *reasonable*, *prudent* and exemplify good stewardship of university resources. We will only incur recruitment expenses that reflect positively on the University and/or the College.

The Provost has authorized an exception to the travel and expense policy for faculty recruiting as follows:

* A maximum reimbursement of up to double the standard per diem rate per person and limited number of reimbursements to 4 individuals (including the candidate). Current maximums can be found on the Business and Finance – University Travel website in the Travel & Expense Guidelines section. To determine the maximum amount person, take the standard per diem meal rate and multiply it by two.
* Reimbursement for meals should include only the principle people involved in the decision-making process. Reimbursement will not be made for entire departments or large numbers of faculty/staff. **Note**: If the maximum amount (per person) or the maximum number of individuals attending a meal is exceeded, the unit will be responsible for the additional costs. These costs must be covered with funding from a designated fund (12xxxx) account.
* Purchase of more than one alcoholic beverage per person or bottled wine at meals will not be supported for reimbursement. Alcohol expenses must be listed on a separate row on the Travel and Expense Form and should not be included with other meal expenses.

All CLAS events that include alcohol should be reasonable, prudent and exemplify good stewardship of university resources. We will only incur alcohol expenses that reflect positively on the University and/or the College. The following Academic and Student Affairs guidelines have been developed to assist Appointing Officers as they consider requests for reimbursement of alcohol expenses or to serve alcohol at an event, prior to seeking Provost approval.

## Hosted dinners

On occasion, guests of the University will be hosted by faculty/staff and expenses for meals and alcohol will be submitted for reimbursement. The noted guidelines will be followed by the Office of the Provost as reimbursement requests are reviewed:

* Purchase of alcoholic beverages at meals attended by only University faculty/staff will not be supported for reimbursement.
* Purchase of bottled wine at meals in a restaurant will not be supported for reimbursement.
* Purchase of more than one alcoholic beverage per person at University’s expense will not be supported for reimbursement.

Exceptions will be rare and must be accompanied by a compelling justification from the Appointing Officer.

## Special events

Requests for the University to assume the cost for serving alcohol at hosted events, such as those described below, will not be supported by the Office of the Provost:

* Events held at a private residence.
* Events where any students are invited guests.
* Events held during normal business hours (8:00 a.m. – 5:00 p.m.).

Exceptions will be rare and must be accompanied by a compelling justification from the Appointing Officer.

When requesting that alcohol be served at a special event, the following information is to be submitted with the Appointing Officer’s approval:

* Title of event
* Date/Time of event
* Location of event
* Type of event (i.e. reception, dinner, book signing)
* Purpose of event
* Approximate attendance
* Target audience (i.e. community, faculty, donors)
* Justification for alcohol request
* Will students attend?

Please remember that when seeking reimbursement, alcohol expenses must be listed on a separate row on the Travel and Expense Form and should not be included with other meal expenses.