COE Search Expenses Checklist

ACCOUNT INFORMATION

<table>
<thead>
<tr>
<th>Account #</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-11-GH216-000</td>
<td>(Athens Searches)</td>
</tr>
<tr>
<td>16-11-GJ216-054</td>
<td>(Gwinnett Searches)</td>
</tr>
</tbody>
</table>

POSITION ANNOUNCEMENTS

- **Chronicle of Higher Ed** - Please ask to be billed UGA Human Resources Dept. using their new Chronicle account. HR will direct bill COE for the ad at a much reduced rate of $165.
- **All Others** - If required to pay online at point of placing the ad, Sherry can come to your office and use her P-card. If invoicing is allowed, have invoice sent to you and it can be paid via check request.

LODGING EXPENSES

Departmental staff is responsible for making reservations, billing arrangements, and payments.

**GEORGIA CENTER** - If using GA Center, call to make reservation, GA Ctr. will send a direct billing form to you. Complete top portion only, send form to Sherry via email or paper copy and she will complete the bottom portion and fax back to GA Ctr. The lodging will be direct billed to our account.

**OTHER LOCAL HOTELS** – The GA Center should always be first choice. If necessary to use outside hotels, the department should set up their own accounts with each hotel if you don’t already have one. When the hotel sends their own Direct Bill Authorization form, the departmental accountants should use their name as the contact and “Bill to” in order to receive the invoice directly. Be sure to also set your accounts up with the hotels as tax exempt. We will not be able to pay any sales tax on these invoices. Please send these forms to Sherry to complete any portions you are unsure of and to sign off. She will return to you or to the hotel as requested. Please be sure to send copies of the lodging confirmations so that Sherry can encumber the funds.

*Keep in mind that because House Hunting trips are taxable, you cannot direct bill these rooms. They will have to be reimbursed to visiting candidate.*

- Invoices for local hotels should be directed to the Dept., check requests should be submitted to Sherry for approval.

TRAVEL/SHUTTLE

- **SHUTTLE SERVICES** - Same procedures as above with lodging (can also be included on one form with the lodging). If candidate chooses to make this reservation themselves, they can be reimbursed along with their other travel expenses when trip is complete.
- **AIRFARE** - can be direct billed through one of the approved travel agencies. Prepare a non-employee TA for the cost of the flight only and route through Sherry. Once this is finalized, the travel agency can complete the reservation and bill directly.

*Keep in mind that because House Hunting trips are taxable, you cannot direct bill any of this travel. It will have to be reimbursed to visiting candidate. In order to reimburse the candidate or process a travel authority for a direct billed flight they will need to register with UGA as a vendor at the following website: [https://webapps.ais.uga.edu/UVDB-VP/home.seam](https://webapps.ais.uga.edu/UVDB-VP/home.seam)*

REIMBURSEMENTS TO CANDIDATES

- **HONORARIA** – Have candidates sign original honoraria forms while in Athens or mail back to you along with all original receipts for meals, parking, and other travel expenses to be reimbursed.
- **RECEIPTS** – Please be sure the candidates are aware that they should keep itemized receipts from any meal expenses that they pay for and be informed that alcohol is not reimbursable with state funds. However, if your department wishes to reimburse using one of your foundation accounts, that’s at your discretion.
- **ITINERARY** – Be sure to include a copy of the candidate’s itinerary with your check request to reimburse their travel expenses.
REIMBURSEMENTS TO DEPARTMENTAL FACULTY

- **HONORARIA** – It is preferable to have COE faculty meeting with the candidates pay directly for the candidate's meal expenses. In this case, an honoraria form is completed with the faculty member's name and address. The description indicates that the meal was paid for on behalf of a faculty job candidate. In the check request system, the distribution page will need to be completed showing that the purchase was made on behalf of the candidate (using vendor #).

- **RECEIPTS** – Please be sure the departmental faculty are aware that they should keep *itemized* receipts from any meal expenses that they pay for. It is preferable that the candidate’s meal be on a separate receipt from the faculty member’s. Keep in mind that alcohol is not reimbursable with state funds. However, if your department wishes to reimburse using one of your foundation accounts, that's at your discretion.

- **ITINERARY** – Be sure to include a copy of the candidate’s itinerary with your check request to reimburse their travel expenses.

START-UP EXPENSES

Start-up packages for most COE new hires are standard at $5,000. There are occasions where specialized equipment is requested and approved in an offer letter. These will be expended as awarded according to the offer letter. These funds will be transferred to the department's account via budget amendment. An allocation will be set-up to track these separately on your state spreadsheet. Be sure to post start-up costs to this allocation and keep all receipts in your M drive “Start-up Expenses” folders* so that Sherry can review before year-end. You do not have to send these receipts to her. **NOTE: It is the responsibility of the departmental accountants to be certain that these purchases are made or funds encumbered on purchase orders prior to the FY cutoffs or the funds would be lost.**

*Sherry will set-up a designated “Start-up Expenses” folder within each department’s M drive.

For standard start-up, funds are provided to purchase items the new faculty needs in order to fund their research and instructional needs. Below is a list of acceptable and unacceptable purchases made with these funds:

**ACCEPTABLE**
- Computer equipment to furnish office (e.g., PC, laptop, cables, printer)
- Software or specialized supplies needed for their research field
- Office supplies not available in department stock
- Office chair (no other furniture unless prior approval from Dean’s Office)

**UNACCEPTABLE (Unless otherwise specified in offer letter)**
- Furniture
- Travel
- GA’s
- Relocation expenses