COE Search Expenses Checklist

ACCOUNT INFORMATION
SpeedType: 2110GH216    Fund: 10500    Program: 11100    Department: 21100001    Class: 11800

POSITION ANNOUNCEMENTS

- **Chronicle of Higher Ed** - UGA’s Human Resources Dept. has a contract allowing unlimited online basic job postings. Job postings are made at the following link: https://careers.chronicle.com/careers/account/login. If you do not already have an account you will need to create one using your UGA e-mail address.
- **All Others** - if required to pay online at point of placing the ad, a p-card may be used. SpeedType 2110GH216 may be used for this charge (please notify Magen Ballard). If invoicing is allowed, please process a payment 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. Notify Magen Ballard of the charge and the name associated.

**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 Magen to complete any portions you are unsure of and to sign off. Please be sure to send copies of the lodging confirmations so that Magen can post the charges.

*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.

TRAVEL/SHUTTLE

- **SHUTTLE SERVICES** - Similar procedures as above with lodging. A payment request will need to be processed once invoiced. 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. When an invoice is received a payment request can be processed against the Dean’s Office chart string.

*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.

REIMBURSEMENTS TO CANDIDATES

- **REGISTER** – Have candidates register as suppliers at suppliers.uga.edu. They must be registered as a supplier to be reimbursed.
- **HONORARIA** – Have candidates sign original non-employee payment form while in Athens or mail back to you along with all original receipts for meals, parking, and other travel expenses to be reimbursed.
- **RECEIPTS** – Have candidates include all receipts related to their reimbursement. 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 the COE faculty member 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. A distribution form will need to be included in the payment request 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 transfer in the FY they should be expended. An allocation will be set-up to track these separately on your state spreadsheet. Be sure to post start-up costs to this allocation. **NOTE: It is the responsibility of the departmental business managers 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.**

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