

UNIVERSITY OF NORTH CAROLINA SCHOOL OF THE ARTS
Travel & Subsistence Expenses for Applicants Policy
Policy #311

Source of Authority: N.C.G.S. 116-34(a)
UNC Code § 502(A)

Revision Authority: Chancellor

History: **First Issued:** February 17, 2011

Related Policies: Accounts Payable Policy #301;
 Foundation Funds Use Policy #202;
 Travel Policy #310

Responsible Offices: Chancellor;
 Financial Services Department

Effective Date: February 17, 2011

I. Purpose

This policy outlines when UNCOSA will reimburse employment applicants for expenses related to the hiring process.

II. Scope

This policy applies to searches for faculty and administrative EPA positions.

III. Definitions

IV. Policy

- A. Costs associated with lodging and meals, including payment of travel expenses and subsistence for prospective employees coming to UNCOSA for employment interviews are subject to the following conditions:
 - 1. position to be filled must be a professional level position included in this policy's Scope above; AND
 - 2. reimbursements will be made for either actual expenses or the maximum in-state subsistence allowance, whichever is less, and the maximum period for which expenses will be reimbursed is three days.
- B. No expenses of accompanying family members will be paid or reimbursed.
- C. The Chief Academic Officer or Chief Operating Officer must authorize payment or reimbursement of costs prior to the on-campus visit.
- D. State funds may not be used for costs associated with food and beverage expenses for UNCOSA employees at interviews over meals.

E. Exceptions

1. The Chief Operating Officer or Chief Academic Officer must approve any exceptions to this policy's provisions.
2. No exceptions will be granted for meal allowances in excess of the State authorized maximums.

V. Revision History

- A. February 17, 2011 – Adopted by Board of Trustees as part of UNCOSA Policy Manual