

Division Guidelines for Faculty Recruitment Entertainment November 2017

Entertaining FACULTY RECRUITS will be reimbursed up to a maximum of:

- Breakfast: \$35 per person with a maximum of \$120 per breakfast.
- Dinner: \$100 per person with a maximum of \$500 per dinner.
- Lunch: \$47 per person with a maximum of \$200 per lunch.

Costs are inclusive of meal, drinks, tax, and tip. Any cost over this allowance will be expected to be shared among the UCSD participants in the meal or event. Note that these limits are different from those of seminar speakers.

In rare cases, with strong justification, an exception to these guidelines may be requested from the Dean. The exception must be granted prior to the event, and, under no circumstances will costs exceeding 150% of the allowable UC maximums be approved as outlined in the table below.

Effective FY17/18 the division established a spending limit for faculty recruitment (including advertisement). They are:

- Ladder Ranked Faculty (LRF): \$20,000 each
- Teaching Professor Assistant/Lecturer with Potential Secured Employment (LPSOE): \$8K/recruitment

By UC policy, the nominal maximum amount per person that can be reimbursed for allowable entertainment occasions varies depending on the type of meal served. These are:

Meal type	Maximum per person
Breakfast	\$27
Lunch	\$47
Dinner	\$81
Light refreshment	\$19

For a second visit, the spouse/partner/significant-other of the candidate and faculty may be included for dinners with a maximum cost of \$100/person and \$700/dinner. Faculty are expected to be judicious about expenditures for entertainment with the realization that these are University/Division funds and that the Division and University are under constant scrutiny about non-essential spending.

Please remember that requests for reimbursement of entertainment expenses must include the names of all the participants and their affiliation who were actually present at the meal. You must provide an itemized receipt for the event or the University will not approve reimbursement.