



BROWN

## Interview Expense Reimbursements Policy

POL 08.05.03

Effective Date: February 5, 2020

### 1.0 Policy Purpose

This policy provides for the reimbursement of expenses for candidates traveling at least 100 miles one way, to interview for full-time, exempt and non-exempt staff positions, which have been advertised.

### 2.0 To Whom the Policy Applies

This policy applies to candidates traveling at least 100 miles one way, to interview for full-time, exempt and non-exempt staff positions, which have been advertised.

### 3.0 Policy Statement

University Human Resources will reimburse departments for interview expenses for up to five candidates per hire, with a \$1,500 maximum total reimbursement. All interview expense reimbursements are subject to the following University policies administered by the Controller's Office: Visitor Travel Reimbursement, Business Meals and Hospitality, and Payments to Foreign Nationals\*.

The following expenses are eligible to be reimbursed by University Human Resources:

- Expenses related to one of an interviewing candidate's trips to the interview location (e.g., reasonable travel fare or mileage, parking, tolls, etc.).
- Cost of the candidate's lodging near the interview location.
- Cost of meals, during which interviews are conducted, for the candidate plus one Brown employee. Meals for additional Brown employees in attendance will not be reimbursed.

The following expenses are among those not eligible for reimbursement by University Human Resources:

- Cost of travel or lodging for a candidate's companion.
- Cost of meals at which no interviewing takes place\*\*.
- Extraneous lodging expenses such as hotel phone charges, room/bar service, etc.
- Costs incurred by third parties (e.g., placement firms) in interviewing candidates.

\*This policy does not supersede the Payment to Foreign Nationals policy administered by Accounts Payable.

\*\* The department may choose to reimburse for a meal that does not take place during an interview.

### 4.0 Definitions

For the purpose of this policy, the term below has the following definition:

**Foreign National:** Any person other than a US citizen.

## 5.0 Responsibilities

All individuals to whom this policy applies are responsible for becoming familiar with and following this policy. University supervisors are responsible for promoting the understanding of this policy and for taking appropriate steps to help ensure compliance with it.

**Sponsoring Department:** It is the department's responsibility to review this policy and related Standard Operating Procedure (SOP) in advance to ensure appropriate reimbursement of expenses. Information regarding the Interview Reimbursement policy and Standard Operating Procedure should be communicated by the sponsoring department to the interview candidate.

**Interview Candidate:** It is the candidate's responsibility to submit receipts within the appropriate time frame.

**University Human Resources:** Review, approve and initiate reimbursement for submitted eligible expenses. Communicate any denial to the department.

**Accounts Payable:** Review and approve submitted eligible expenses and process reimbursement.

## 6.0 Consequences for Violating this Policy

The department and/or candidate will not be reimbursed for expenses which do not comply with this policy. Additionally, failure to comply with this and related policies is subject to disciplinary action, up to and including suspension without pay, or termination of employment or association with the University, in accordance with applicable (e.g., staff, faculty, student) disciplinary procedures.

## 7.0 Related Information

This policy is not a legal document. This policy does not confer a term of employment, nor is the language intended to establish a contract of employment, express or implied, between any employee and Brown University. The University reserves the right to change, amend or terminate any of its human resources policies at any time for any reason.

Brown University is a community in which employees are encouraged to share workplace concerns with University leadership. Additionally, [Brown's Anonymous Reporting Hotline](#) allows anonymous and confidential reporting on matters of concern online or by phone (877-318-9184).

The following information complements and supplements this document. The information is intended to help explain this policy and is not an all-inclusive list of policies, procedures, laws and requirements.

### 7.1 Related Policies:

- [Business Meals and Hospitality](#)
- [Payments to Foreign Nationals](#)
- [Visitor Travel Reimbursement](#)

## 7.2 Related Procedures:

- [Interview Expense Reimbursements SOP](#)

## 7.3 Related Forms:

- [Brown University Individual Payee Registration Form](#)
- [Business Meals and Hospitality Expenses Form](#)
- [Interview Expense Reimbursement Report](#)

## 7.4 Frequently Asked Questions (FAQs):

- **A candidate submitted a receipt for a meal that did not take place during an interview. Can this be reimbursed?**

University Human Resources will not reimburse a candidate for a meal that did not take place during an interview. The department may choose to reimburse for this expense by submitting a supplier invoice in Workday.

- **What happens if the eligible expenses exceed the \$1,500 maximum for reimbursement?**

Departments may provide their cost center to University Human Resources to cover costs that exceed the maximum for reimbursement.

- **Can a candidate be reimbursed if a receipt is missing/lost?**

A candidate will not be reimbursed for eligible expenses if no receipt is provided.

## 7.5 Other Related Information:

- In accordance with Accounts Payable: Visitor travel reimbursements that comply with Brown University's expense reimbursement policy and travel policies must be submitted for reimbursement within 60 days of the expense. Expenses older than 60 days that are submitted for reimbursement will be reported to the visitor as a taxable payment on Form 1099 or Form 1042s.

## 8.0 Policy Owner and Contact

8.1 **Policy Owner:** Vice President for Human Resources

8.2 **Policy Approved by:** Executive Vice President for Finance & Administration

8.3 **Contact Information:** University Human Resources

- Telephone: 401-863-3175
- Email: [employment@brown.edu](mailto:employment@brown.edu)

## 9.0 Policy History

9.1 **Policy Effective Date:** February 5, 2020

9.2 **Policy Last Reviewed:** May 8, 2020

9.3 **Policy Update/Review Summary:** Formatted to comply with the new University Policy Template. Policy disclaimer notice added in section 7.0 on May 8, 2020. Policy footer removed on June 19, 2020. Previous policy version superseded by this policy:

- Interview Expense Reimbursements (30.017), Revision Date: October 16, 2018