



Department of Biology
77 Klamath
1210 University of Oregon
Eugene, Oregon 97403-1210
(541)346-4502

Faculty Recruitment Hosted Meal Reimbursement Form

Name:

UO ID#:

What search is this for?:

Candidate:

List of All Participants (First and Last Names):

Authorized Reimbursement Guidelines

Please see other side (second page) for Department of Biology Policies

Meal Per Diems (Excluding 15% tip): \$13 per person for Breakfast; \$15 per person for Lunch; \$26 per person for Dinner* Original itemized receipt required

Attach receipt & visit interview itinerary to form (paperclip, or tape to backside)

*meals over per diem are reimbursed via Foundation funds at the approval of the department/funding source

Office Use Only

Total Amount Reimbursable:
Total UO Foundation Funds:
Total State Funds:

Date Processed:
Total Biology:
Total Institute:

Biology State Funds:
Index-Activity Code:
Commodity/Accounting Code:
Biology Foundation Funds:
Foundation Account:

Institute State Funds:
Index-Activity Code:
Commodity/Accounting Code:
Institute Foundation Funds:
Foundation Account:

Notes & Calculations:

Recruitment Spreadsheet:
Foundation Spreadsheet:
Server:
Copy to Institute:



FACULTY CANDIDATE HOSTING POLICY

EFFECTIVE JULY 2014

MEALS

The Department of Biology recommends limiting dinners and lunches to 3 or 4 people plus the candidate to keep the focus of the discussion on the candidate. Reimbursement of meal expenses beyond 3-4 faculty plus the candidate will be considered on a case by case basis.

ALCOHOL

When hosting job candidates, it is common practice for departmental faculty members to take the candidates out to dinner. Dinners may include alcohol. The Department of Biology will reimburse alcohol expenses associated with the faculty candidate lunches and dinners up to \$15/person. Any alcohol costs not covered by the Department of Biology shall be the responsibility of the host for the meal. Alcohol will be reimbursed with a separate check from non-state funds.

RECEIPT(S)

The host for the meal should request an itemized receipt for all charges from the restaurant. Credit card receipts or "tear tags" showing the total are not normally acceptable for reimbursement purposes.

GRATUITY

Gratuity is expected to be 15%; amounts exceeding 15% may not be reimbursed.

REIMBURSEMENT

Provide the itemized receipt(s) and a list of who attended the meal to the Department of Biology for reimbursement.

DRIVING THE CANDIDATE

Per UO Policy, drivers must be a UO certified driver, refrain from drinking alcoholic beverages, maintain personal vehicle insurance, and have a completed "Request to use Vehicle for UO Business" form. If in the event, alcohol is consumed by the driver, please arrange for a taxi from Oregon Taxi and have them direct bill the Department of Biology. More information can be found here: <http://orm.uoregon.edu/content/vehicle-travel-university-business>

OTHER ACTIVITIES

Some activities such as hiking or skiing will require a waiver to be completed through the Risk Management Department. Should an injury occur to the candidate, the Department of Biology could be faced with a \$5,000 deductible. Complete the waiver form PRIOR to the event <http://orm.uoregon.edu/content/waivers>