

<b>University Of Massachusetts Lowell</b>	
<b>Date: July 01, 2001</b>	<b>Section:3.7</b>
<b>Subject: Recruitment Reimbursement Honoraria</b>	

Recruitment reimbursements are payments for the expenses of candidates coming to and returning from their meetings and interviews with University officials.

#### Objective and Purpose

To establish, maintain and administer a system to allow compensation to potential University employees for services associated with recruitment by the University.

#### Policy

It is the policy of the University to reimburse candidates for employment for expenses they incur in meeting the University's requirements for interviews. Reimbursement of these expenses will be made from subsidiary EE or HH.

#### Procedure

Method 1. The candidate may be reimbursed for precisely the costs incurred in traveling to and returning from the University. Such costs for fares, lodging and other necessary travel expenses will be reimbursed upon submission of appropriate receipts. These travel expenses will be summarized on a Travel Expense Form with the original receipts attached and forwarded to the Accounts Payable Office for processing.

**Note: No Contract Required:** Object Code to be charged EE (1413).

Method 2. The candidate may be reimbursed a flat fee that approximates the cost of the candidate's travel to and from the University. This method will be used where obtaining receipts from the candidate is not desirable or feasible.

Follow the procedure under Honoraria.

**Note: Contract Required:** Object Code to be charged will be made from Subsidiary HH (1715).