Kutztown University
Procurement & Payment Process
For
Identified Incoming Candidates

SECTION 1:   General Information

1.1   Kutztown University will financially support the search process for incoming candidates.

1.2   Funds may be used to cover accommodations, meals and transportation for candidates.

1.3   Candidate Reimbursements re to be processed as check requisitions via the check requisition form. All receipts for reimbursement should be attached to the form to receive reimbursement for approves expenses. All reimbursement policies apply.

SECTION 2:   Overall Process:

2.1   After the final pool of candidates has been identified, and certified by Social Equity Office, the requesting department fills out a <u>Faculty Search Funds Request form</u> and submits it to the Department Dean and the Provost's Office for approvals. This form can be found on the Provost's Office website.

2.2   The search funds are to be used for search expenses for a minimum of three (3) candidates per position. If less than 3 candidates have been identified, the amount of funds will be prorated.

2.3   The Provost's Office will initiate the transfer of the appropriate amount of search funds to the department's cost center, once the form has been received and verified.

2.4   Departments can supplement the amount identified by the Provost Office from either their own departmental funds or other approved sources.

2.5   All search related expenses will be coded to the department's cost center.

SECTION 3:   Overnight Accommodations/Hotel Reservation Processes

3.1   Departments approved to host incoming candidates will need to contact a hotel or bed and breakfast from the qualified listing and request a quote for the length of stay indicating the appropriate contract number.

3.2   There are two (2) methods that a department can secure overnight accommodations for incoming candidates or guests:

3.2.1   Purchasing Card:

3.2.1.a   Departments are authorized to utilize KU issued Pcards to secure and pay for overnight accommodations for incoming candidates.

3.2.1.b   NOTE: departments must retain a copy of any reservation confirmation forms or quotes given as back up for the P-card statement reconciliation

3.2.2   Purchase Orders:

3.2.2.a   If a department has decided to secure and pay for an incoming candidate by utilizing a PO, a requisition is entered into SAP. A copy of the reservation quote needs to be attached to the SAP document, released, turned into a PO, and the PO and reservation quote form is faxed to the hotel.

3.2.2.b   Upon receipt of the completed Candidate Reimbursement Form, and detailed receipts, Accounts Payable will verify a candidate's stay with departments prior to issuing payment.

SECTION 4:   Meals Processes:

4.1   Department personnel involved in the search interview process are authorized to take candidates out for meals. Candidates may also purchase meals during the course of the interview process. KU cannot reimburse anyone for the purchase of alcohol.

4.2   Payment:

Candidate meals may be paid for in one of the following manners.

4.2.1 On Campus Meals

4.2.1.a South Side Café at SDH – A department will create a requisition for meal tickets.

4.2.1.b Procurement Services will convert it into a PO

4.2.1.c Procurement Services will notify Dining Services with the PO.

4.2.1.d Housing & Dining Services will distribute the tickets.

4.2.2 Off Campus Meals

4.2.2.a The following local restaurants accept university issued purchase orders: Basin Street, Camillo's, Kutztown Tavern, Mama's, Ozgoods, Bones, Valentino's, Gianottis.

4.2.2.b If a department wants to frequent one of these locations a purchase requisition is entered into SAP, Procurement will process the PO and contact the department with the purchase order.

4.2.2.c The department can then take the PO to the restaurant in lieu of payment. The restaurant will then invoice the university directly against the PO number given.

4.2.2.d Note: An employee may pay for the meal directly and request reimbursement through a check requisition with proper documentation.

4.2.2.d Proper documentation includes an itemized receipt from the restaurant as well as a list indicating who was in attendance at the meal.

4.2.3 Candidate purchased meals:

4.2.3.a A candidate may request reimbursement for meals purchased during the course of their interview process and request reimbursement providing they submit the proper detailed receipts.

4.2.3.b A candidate will need to submit all receipts to the initiating department for processing.

4.2.3.c The responsible department will then prepare a Check Requisition form, acquire the proper signatures, and attach all supporting receipts to the Accounts Payable Office.

4.2.3.d Accounts Payable will enter the check requisition in SAP for payment processing.

SECTION 5:   Transportation Processes

5.1   Prepayments:

5.1.1   Kutztown University cannot prepay incoming candidates directly for any transportation.

5.1.2   KU can reimburse candidates for appropriate travel expenses incurred with proper support documentation.

5.1.3   Proper documentation includes itemized receipts and a completed Candidate Reimbursement Form.

5.2   **Department recommended methods of transportation to incoming candidates:**

5.2.1   **Use of personal car:** Candidate must provide a map printout and directions showing total mileage to and from KU. Reimbursement will be provided for one or the other of the following:

5.2.1.a   Candidates may be reimbursed for mileage in accordance with state guidelines and must provide a map printout showing total mileage to and from interview at KU.

5.2.1.b   Candidates may be reimbursed for gas. Itemized gas receipts must be provided.

5.2.1.c   Note: candidates can be reimbursed for mileage or gas, not both.

5.2.2   **Rental Cars**:

5.2.2.a   The Kutztown University rental contract with Enterprise cannot be used by incoming candidates.

5.2.2.b   We cannot extend the liability of the Commonwealth to cover non-employees.

5.2.2.c   Incoming candidates can personally rent a car from any car rental agency to travel to their interview and request reimbursement after the interview is complete. Reimbursement will be made at appropriate rates providing proper receipts are presented and funds are available.

5.2.2.d   University departmental personnel may rent through KU Enterprise rental process if they are picking up a candidate at a local airport, or utilizing another university employee for this service.

5.2.2.e   Enterprise reservations must be made in accordance with existing procedures.

5.2.3   **Airline:**

5.2.3.a   Kutztown University cannot prepay for any anticipated airfares.

5.2.3.b An incoming candidate needs to personally secure their airfare and then submit proper documentation to the interviewing department for processing.

5.2.3.c Upon receipt of this information from the department, AP can prepare a check to reimburse a candidate the day of their interview.

5.2.3.d The candidate must submit detailed documentation and proof of payment prior to coming to campus.

5.2.3.e If requested for pick-up, Accounts Payable will contact the department when the check is ready. Otherwise the check will be mailed to the candidate.

5.2.4   Bus:

5.2.4.a Kutztown University cannot prepay for anticipated bus tickets.

5.2.4.b KU can reimburse for the cost of the ticket upon submission of detailed receipts.