

**COLLEGE OF MEDICINE-JACKSONVILLE**

**RECRUITMENT GUIDELINES**  
**FOR INTERVIEW AND HOUSE HUNTING TRIPS**

The University of Florida will reimburse certain expenses incurred during the recruitment process, dependent on college funding. All candidates should be advised of allowable expenses prior to the interview. Expenses for transportation, food, and lodging for accompanying guest is generally limited to one visit. All exceptions to this policy must be approved in advance by the Dean.

Candidates may be reimbursed for the following expenses incurred during the recruitment process:

- **TRAVEL** - Cost of transportation to and from the interview site, including local transportation.
  - The University reimburses commercial airfares for economy/coach accommodations.
  - Airport parking for 3 days
  - If arriving by air: Car rental and gas authorized for up to 3 days
  - If using private automobile for interview – mileage to/from point of origin, plus 50 miles within Jacksonville area. **\*\*N/A for house hunting trips\*\***
  
- **LODGING**
  - The UFCOM-J has contract rates with the Omni Hotel and Hyatt Hotel
  - If another hotel is used, the UF COM-J will only reimburse up to the Omni/Hyatt hotel contract rate.
  - Hotel room for up to 2 nights
  - Hotel parking charges
  
- **MEALS**
  - Breakfast, lunch, and dinner
  - Travelers are expected to use prudent judgment in the selection of restaurants
  
- **EXCLUSIONS**
  - Expenses for additional family members or guests
  - Beverages and snacks purchased separately
  - Airfare cancellation, unless cancellation is directed by the department with prior approval from Associate Dean, Administrative Affairs.
  - Personal expenses, such as entertainment and other non-business charges

## Reimbursement to University Employees for Recruitment Expenses

Employees may participate in recruitment activities (luncheons, dinners, or receptions, etc.) for the purpose of allowing the prospective employee to meet with a search committee, University hosts, and/or faculty/staff within the department.

Original paid receipts must be attached to the check request form as supporting documentation with the following information:

1. Name of prospective employee.
2. Title of position for which recruitment expenses have been incurred.
3. A listing of University hosts and any accompanying guests attending the activities.
4. A statement by the individual incurring the expense: "I certify these expenses were incurred as a result of recruiting for employment by the University of Florida."

One area of significant cost that needs additional oversight is meals with candidates. The general guideline is that candidates are to be entertained at dinner by the appropriate department chair (or substitute) plus a maximum of two other university hosts. The University will not cover the costs for large groups of employees outside of search committee interviews with the prospective employee.