CANDIDATE MEAL EXPENSE GUIDELINES for SEARCHES

Subject to change (further restriction) at any time

With the submission of a Workday Spend Auth, the Hiring Authority may choose to authorize Minnesota Taxpayer Dollars to be used to fund one meal per candidate that includes search committee members, BSU employees, and/or students.

- **The Hiring Authority must review all Travel Requests, Expense Reports, Non-employee Expense Reports & Special Expense Requests for any search-related spending.**
- **Spending that occurs prior to written approval will not be reimbursed.**
- **Spending beyond the max-allowed will not be approved or reimbursed.**
- **Alcohol may not be purchased with State funds.**

- State funds include dollars from any BSU account or a combination of accounts.
  - Utilizing funds from additional accounts will not increase the cost per meal allowance nor will it allow an additional number of meals or an additional number of people to be covered per meal.
  - IFO account dollars may not be spent on search/candidate meals or expenses
  - State funds may be used to cover up to **three (3)** BSU personnel/students and **one (1) candidate.**
  - A Purchasing Card (P-Card) may not be used to cover expenses related to candidates.

- A single meal, including beverages, tax, and tip/gratuity, may be purchased at **double** the State Meal Allowance rate per person for up to **3** BSU personnel/students and **1** candidate.
  - **A Spend Auth for this meal, listing account/program code for the Department/Academic Program, must be submitted in Workday well in advance of the expenditure.**
    - **Names of each person attending the meal must be listed on the AUTH.**
    - **Rates for IFO, MSUAASF, MMA, MNA, AFSCME, MAPE, MGEC, Commissioner's Plan, Administrator's Plan, Managerial Plan** (updated info posted: https://www.bemidjistate.edu/offices/business-services/general-travel-information/travel-expenses/)
      - $22/person for Breakfast
      - $26/person for Lunch
      - $38/person for Dinner
  - If the search has several candidates, please submit a single Spend Auth to cover all the candidate meals for that search.
    - Create separate line items for each candidate.
    - Please provide the important details on those forms (names, dates, locations).
  - An itemized receipt (*not a credit card receipt*) must be retained and submitted for each meal with the Expense Report for reimbursement.

- The SAC or the Department members may schedule additional opportunities to share a meal with the candidate beyond the single event which will use State funds. However, State funds may not be used to purchase food or refreshments for those meals.
  - Employees may use personal funds (non-reimbursable) or non-state (e.g. Foundation Funds) to pay for additional meals with candidates.

- Candidates must pay for their own meals and seek reimbursement using a Non-Employee Expense Report except for the single meal where a Spend Auth has been approved and a BSU employee will cover the meal cost and submit an Expense Report.

Please direct questions regarding this Academic Affairs policy to Sabrina.Wille@bemidjistate.edu or x3999.

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