

## UW-PLATTEVILLE FINANCIAL SERVICES

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**POLICY: Candidate Hosted Meals**

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**ISSUE DATE: July 21, 2017**

**REVISED DATE:**

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**PURPOSE:**

The purpose of this policy is to give University of Wisconsin Platteville's (University) departments guidance for hosting interview candidates over meal periods.

**Definitions:**

**Hosted Meal:** A gathering of individuals associated with a university candidate search that provides the opportunity for interaction between the interview candidate and search committee members over a meal period.

**Refreshments:** Refreshment breaks will be considered one of the hosted meals.

**Payment:** PCard is the preferred form of payment. State policies and procedures must be followed. If the state policies (i.e. alcohol or exceeding meal maximums) cannot be followed then a different form of payment must be used. Any spending outside of State policy is the responsibility of the cardholder to personally reimburse the university.

**Meal Rates:** Maximum allowable rates can be found in the [Headquarter City & UW System Sponsored Events Policy](#).

**University Representative:** Designated employee of the university representing the University for search and screen activities including payment of meal expenses for the committee members and candidates. Representatives may include members of recognized University affiliates like Foundation and UW-Platteville Alumni Association volunteer board members.

**Director/Dean/Administrator equivalent:** Must be part of the official designation title in Human Resources management System. Contact Human Resources for clarification. (Per the University organization chart)

**Faculty Member:** Tenure track positon.

## **PROCEDURE:**

When it is considered necessary to interview candidates during a meal period, the following must be adhered to:

- Director/Deans/Administrator equivalent candidates
  - Two hosted meals (recommended), but no more than three hosted meals with the interview candidate will be reimbursed per invite.
  - Reimbursement will be allowed for the candidate and up to three University representatives. Students can be included as a representative if they are a member of the Search & Screen Committee.
  - Reimbursement using state funds must not exceed the UW-System policy daily maximums.
  - It is the responsibility of the paying member to ensure the venue is within the allowable rates.
  - One University representative must pay for everyone at the meal including the candidate.
  - One of the hosted meals may include the candidate and spouse/partner and two committee members.
  
- Faculty Member candidates (must be on campus over 6 hours)
  - One hosted meals (recommended), but no more than two hosted meals with the interview candidate will be reimbursed per invite.
  - Reimbursements will not be allowed for spouse/partners.
  - Reimbursement will be allowed for the candidate and up to three University representatives. Students can be included if they are a member of the Search & Screen Committee.
  - Reimbursement using state funds must not exceed the UW-System policy daily maximums.
  - It is the responsibility of the paying member to ensure the venue is within the allowable rates.
  - One University representative must pay for everyone at the meal including the candidate.

The following items must be included with the reimbursement request:

- Explanation for holding the interview over the meal period
- Original itemized receipts (*Alcohol will not be reimbursed*)
- Candidate name and title of unfilled position
- Names of University employees attending
- Candidate Interview Plan

Other opportunities for staff and/or students to meet the candidate should be made available during the day, so it is not necessary to meet over a meal period. Refreshment items included during the day would be considered one meal.

Meals are not allowed for positions below the title of Director/Deans/Administrator equivalent and Faculty members. University funds must be used when possible or consult Foundation Spending Policy. *\*Employees should consult with Foundation on any overages ahead of hosting the meal. Please reference the [Foundation Spending Policy](#).*