

Expense Limits for Search Committee/Candidate Meal Expenses

In an effort to implement better cost containment within the faculty and staff recruitment budget, the following expense limits are in place for search committee/candidate meal expenses:

Off Campus Dinners	Off Campus Lunches
Individual Limit: \$60.00	Individual Limit: \$25.00
Group Limit: \$250.00	Group Limit: \$100.00

The above limits are inclusive of tax and gratuity. There are no limits with respect to the restaurant venues or number of attendees allowed however the reimbursement may not exceed the above-noted limits. Further, off campus group dinners should be limited to one per candidate. Should a candidate's visit extend over 2 or more nights we ask that the candidate be hosted on-campus for the additional evening(s) or off-campus by no more than a single search committee member. On-campus meals can be hosted more economically and provide an opportunity for candidates to become acquainted with the Rollins campus dining experience. The above limits will be reviewed periodically and updated to reflect inflation. Exceptions to the above will require advance approval by a vice president and be limited to special circumstances.