BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Title: Candidate Interview Travel Requisition	SOP #: FIN.031.00
Effective Date	11/01/2023
Last Revision/Review	11/01/2023

1. Purpose

The purpose of this procedure is to ensure appropriate internal requisition of expenditures related to candidate's travel expenses that Burrell College would incur. This also supplements Human Resources procedures for recruitment.

2. Related Policy/Authority

HR.001_RecruitmentandHiringProcess

FAF.003_Recruitment-through-Hire-of-Regular-Faculty

3. Faculty/Staff Responsibilities

Vice President of Administration/CFO is responsible to ensure that an overall structure of sound internal controls is implemented, GAAP is followed in all accounting, and that all external regulations and requirements for routine business transactions are addressed in the control and reporting structure. The VP of Administration/CFO is responsible to periodically review and structure and implementation of internal controls.

The Controller is responsible for the implementation and oversight of these procedures.

4. Definitions/Abbreviations

Candidate = Applicants for a vacant College position who have been invited to, and who attend, an on-campus interview for faculty or senior leadership positions. No other position applicants will be eligible for reimbursement of travel expenses under this SOP.

5. Procedural Steps

When a candidate has been invited to an interview by a department, the department's Administrative Assistant/Coordinator will work with the candidate and department members to coordinate the interview. (See Coordinating Faculty Candidate Interview Day Chair/Administrative Assistant Quick Reference Guide).

The Administrative Assistant/Coordinator will forward the link for the Interview Travel Requisition Form to the candidate. The candidate will be responsible for making their own travel arrangements, with the exception of lodging; the College will reserve accommodations with one of the approved lodging venues and will communicate reservation details with the candidate prior to travel.

The candidate will complete the online form with proposed estimated travel costs and submit. Expenses may include the candidate and spouse/domestic partner. The submitted form will be routed to Human Resources for approval, then Human Resources will forward the approved form to the department's Administrative Assistant. Requirements regarding allowable candidate expenses eligible for

reimbursement are defined on the Interview Travel Requisition Form under the heading Travel Requisition Guidelines for Interview Candidates. Exceptions to these guidelines must be approved by the President or Dean prior to processing the form for the approval of Human Resources. Once the Administrative Assistant/Coordinator receives approval from Human Resources, they are to communicate with the candidate to proceed with travel arrangements and confirm the itinerary.

After the interview, the Administrative Assistant/Coordinator will work with the candidate to collect reimbursable receipts. The Administrative Assistant/Coordinator will submit an Expense Reimbursement request in eRequestor and attach the approved Interview Travel Requisition Form with the authorized receipts to the Expense Reimbursement. Expense reimbursement cannot exceed in total the approved requisition amount, without Dean approval.

6. Reports/Charts/Forms/Attachments/Cross References

Interview Travel Requisition Form Adobe Acrobat Sign

See 'Hiring Manager's Resources' on Human Resources website: Human Resources - Burrell College of Osteopathic Medicine

7. Maintenance

Annual Review

8. Signature

Approved by	11/1/2023
VP of Administration	Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date