February 13, 2015

To: Arts & Sciences Departments

From: Larry Kuykendall
Associate Dean, Finance and Administration

Arts & Sciences Policy on Interview Costs: Graduate students or Postdoctoral hires

For Arts & Sciences (A&S) departments, expenses related to interviewing individuals (Either Graduate Students or Postdoc) for a single position are deemed reasonable and necessary. These costs can be charged to A&S department accounts and/or sponsored. The costs charged to sponsored funds is limited to three individuals, and should be allocated based upon their anticipated salary sourcing. Faculty and/or staff within A&S are solely responsible for applying and monitoring the number of applicants charged/allocated to sponsored projects.

All other University travel policies should be followed for these individuals.

When charging or allocating costs to a sponsored fund, the PI or his/her designee will include the following information on each trail doc:
- Indicate that costs are related to applicant #1 (or #2, #3 as applicable) for position XXXXX
- Include reference to Graduate Student Interview policy