

Fiscal Policies for Search Committee Members:

- [Hospitality form](#) should be submitted as soon as possible for any meals that will be reimbursed by IU or IU Foundation.
 - Table of 4: candidate and 3 others (maximum guests for reimbursement)
 - Breakfast: \$13.00 per person max
 - Lunch: \$15.00 per person max
 - Dinner: \$26.00 per person max
- An itemized receipt is required from the restaurant (details items that were purchased as well as shows that payment was made). If an itemized receipt is not available the payee must provide a signed memo that outlines the attendees and that confirms no alcohol was purchased. Alcohol cannot be reimbursed with university funds.
- Work with your departmental secretary to book travel accommodations for candidates (i.e. hotel, airfare, transportation etc.). IU has negotiated contracts with several vendors.
- Have candidate complete [new vendor paperwork](#) as soon as possible.