

## DCP Dean's Office Reimbursement Policy for Faculty Searches

In conjunction with the University's policies on employee reimbursement, please adhere to the DCP Dean's Office faculty reimbursement guidelines for dining with potential candidates outlined below.

### Breakfast Reimbursement:

Up to \$10 per person (no alcohol)

### Lunch Reimbursement:

Up to \$15 per person (no alcohol)

### Dinner Reimbursement:

Up to \$30 per person (no alcohol) or \$35 per person (including alcohol)

Any cost above the guidelines listed above will be incurred at the faculty's personal expense and will not be reimbursed by the Dean's Office.

### Other University guidelines:

1. A clear business purpose must exist when expending any University funds.
2. When multiple employees from the hosting department or unit are present, the most senior position from the hosting department should pay and be reimbursed.
3. The University will not reimburse meal expenses that lack documentation or a clear business purpose.
4. Based on state guidelines, gratuities should not exceed 15% of the bill subtotal before tax. In some cases, tips on meals may exceed 15% where there is an automatic gratuity charged by the venue.
5. Employees of the University of Florida are expected to be good stewards of University funds.
6. Business meals for spouses, partners, and other family members are generally not allowed.