**Black and white Trent University Logo with Excalibur symbol
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Faculty Recruitment Expenses

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| Approved by: Provost and Vice President Academic | Issued by: Office of Provost and Vice President Academic | Date: June 2022 |

The following guidelines apply to recruitment costs that will be approved and reimbursed by the relevant Dean. Any questions related to costs or expenses associated with recruitment should be directed to the relevant Dean’s Office.

**Advertising**

* The cost of one advertisement will be covered, normally, in University Affairs.
* Advertisements must be submitted electronically to the relevant Dean for approval and processing.

**Refreshment and Hospitality**

As per Trent University’s Policy on Refreshments and Hospitality, all refreshments and meals must be as **economical** as the circumstances allow, and must be in accordance with the Broader Public Sector (BPS) Accountability Act 2010.

**Candidate Expenses – Accommodation/Meals/Travel**

* Normally the recruitment budget will cover expenses for three (3) to four (4) candidates.
* Accommodation – overnight accommodation will be provided. In cases where cheaper airfares require longer stays, expenses will be covered.
* Meals – all meals for the candidate will be covered.
* Travel – will include airfares, train/bus tickets, mileage, taxi fares, and car rentals.

**Academic Unit Expenses**

* Luncheon/Coffee Hour – The academic unit will be responsible for covering the cost of any luncheon or coffee hour.
* Dinner – The academic unit will be reimbursed for dinner expenses for up to five (5) search committee members plus the candidate.
* Alcohol–as per the University’s Policy on Refreshments and Hospitality, the cost of alcoholic beverages is permitted at sanctioned university events. The Provost and Vice President Academic will cover the cost of one drink per person at the dinner.
* Note: when submitting claims that include alcohol, please include a copy of these guidelines with your submission.