



## **Interview Expense Reimbursements SOP**

SOP 08.05.03

Effective Date: February 5, 2020

### **1.0 Standard Operating Procedure (SOP) Purpose**

The Interview Expense Reimbursement SOP outlines a department's and/or a candidate's responsibilities for submitting for reimbursement of the expenses associated with traveling to interview at Brown.

### **2.0 SOP**

#### **2.1 Interview Candidate**

After expenses are incurred, the candidate must submit original or scanned receipts for Eligible Expenses to the department in order to be reimbursed for travel expenses. The candidate must complete the Brown University Individual Payee Registration Form. If applicable, the candidate should review the Payments to Foreign Nationals Policy.

#### **2.2 Department**

The department must submit the Interview Expense Reimbursement Report and receipts to University Human Resources for review. For employees who have conducted an interview during a meal, the original receipt(s) and a completed Business Meals and Hospitality Expenses Form must be submitted to University Human Resources.

The department should review the Payments to Foreign Nationals Policy if interviewing a foreign visitor. If interviewing a Foreign National, the department should obtain and submit copies of the appropriate documentation.

#### **2.3 University Human Resources (UHR)**

Review expenses to ensure eligibility and initiate reimbursement in Workday.

#### **2.4 Accounts Payable**

Accounts Payable will issue reimbursement payments as follows:

- Candidates will be reimbursed through a Supplier Invoice and will receive a paper check mailed to the address provided on the Brown University Individual Payee Registration Form.
- Departments will be reimbursed through a Journal Entry.
- Employees will be reimbursed through an Expense Report and will receive payment based on their payment election in Workday.

### 3.0 Definitions

For the purpose of this SOP, the terms below have the following definitions:

**Eligible Expenses:** Costs incurred during the interview process that are reimbursable per the Interview Reimbursement Policy.

**Expense Report:** Internal reimbursement method, in Workday, used to pay employees back when their own money is spent on business-related expenses.

**Foreign National:** Any person other than a US citizen.

**Journal Entry:** Internal accounting procedure, in Workday, to transfer expenses from one department to another.

**Supplier Invoice:** Internal payment method, in Workday, used to pay suppliers and non-employees.

### 4.0 Responsibilities

All individuals to whom this SOP applies are responsible for becoming familiar with and following this SOP. University supervisors are responsible for promoting the understanding of this SOP and for taking appropriate steps to help ensure compliance with it.

### 5.0 Related Information

The following information compliments and supplements this document. The information is intended to help explain this SOP and is not an all-inclusive list of policies, procedures, laws and requirements.

#### 5.1 Related University Policies:

- Business Meals and Hospitality
- Interview Expense Reimbursement Policy
- Payments to Foreign Nationals
- Visitor Travel Reimbursement

#### 5.2 Related SOPs: N/A

#### 5.3 Related Forms:

- Brown University Individual Payee Registration Form
- Business Meals and Hospitality Expenses
- Interview Expense Reimbursement Report

#### 5.4 Frequently Asked Questions (FAQs):

- **A candidate submitted a receipt for a meal that did not take place during an interview. Can this be reimbursed?**

University Human Resources will not reimburse a candidate for a meal that did not take place during an interview. The department may choose to reimburse for this expense by submitting a supplier invoice in Workday.

- **What happens if the Eligible Expenses exceed the \$1,500 maximum for reimbursement?**

Departments may provide their cost center to University Human Resources to cover costs that exceed the maximum for reimbursement.

- **Can a candidate be reimbursed if a receipt is missing/lost?**

A candidate will not be reimbursed for Eligible Expenses if no receipt is provided.

#### 5.5 Other Related Information: N/A

## **6.0 SOP Owner and Contact**

**6.1 SOP Owner:** Vice President for Human Resources

**6.2 SOP Approved by:** Vice President for Human Resources

**6.3 Contact Information:** University Human Resources

- Telephone: 401-863-3175
- Email: Employment@brown.edu

## **7.0 SOP History**

**7.1 SOP Effective Date:** February 5, 2020

**7.2 SOP Last Reviewed:** N/A

**7.3 SOP Update/Review Summary:** N/A