

Memorandum

To: Department Chairs & Department Assistants

From: Luz Ramirez
School of Arts & Sciences

Date: January 3, 2020

Re: Guidelines to reimburse faculty for recruitment meals for candidates that are interviewed

To reimburse faculty for recruitment meals who take out candidates out for meals, we need the following:

1. No alcoholic beverages can be reimbursed.
2. We need the original **itemized receipt** from the restaurant. If the receipt is not itemized (showing what was purchased), Accounts Payable will not process the reimbursement.
3. We need the name and home address of the faculty who will be reimbursed.
4. We need a copy of the agenda (or email) for the candidate's visit.
5. We need the list of names for the attendees for each lunch or dinner.
6. Please ensure that the faculty is entered in the new NTL CUNYFirst system (If they are not in the system, I'm attaching the forms that can be completed for each faculty and sent to James Andrews in the Purchasing Dept.)