

**Pennsylvania's State System of Higher Education  
Procedures and Standards for University Operations**

**Procedure/Standard Number 2017-29  
Presidential Search Expenses**

Approved by: \_\_\_\_\_

Chancellor

Date: \_\_\_\_\_

2/16/17

**History:** Board of Governors' Policy 1984-02-R: *Expenses for Presidential Searches*, was rescinded April 10, 2014.

**Revised:**

**Related Policies, Procedures, or Standards:**

[Board of Governors' Policy 1983-13-A: Process for Recommending Presidential Appointment](#); [Board of Governors' Policy 1986-07-A: Travel Expense Regulations](#); [Board of Governors' Policy 2010-01-A: Expenditures of Public Funds](#); [State System Procedures and Standards for University Operations, Number 2011-07, Expenditures of Public Funds Guidelines, Standards, and Limits](#)

**Additional References:**

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**I. Introduction**

This procedure details what expenses are reimbursed and the process by which universities receive reimbursements for presidential search expenses, as provided by Section D. of Board of Governors' Policy 1983-13-A: *Process for Recommending Presidential Appointment*.

**II. Board Policy**

Section D. of Board of Governors' Policy 1983-13-A: *Process for Recommending Presidential Appointment*, states the following:

Funds from the System Reserve shall be used to reimburse a university for the cost of the professional service fee imposed by the presidential search consulting firm. In addition, funds from the System Reserve shall be used to reimburse the Office of the Chancellor for reasonable expenses related to candidates and spousal/partner travel to interview with the chancellor and the Board of Governors.

**III. Expenses Eligible for Reimbursement**

- A. All expenses incurred in the conduct of a university presidential search must be reasonable and in accordance with Board of Governors' Policy 1986-07-A: *Travel Expense Regulations*; Board of Governors' Policy 2010-01-A: *Expenditures of Public Funds*; and State System Procedures and Standards for University Operations, Number 2011-07,

*Expenditures of Public Funds Guidelines, Standards, and Limits.*

- B. The following presidential search expenses incurred by a university are eligible for reimbursement from the System Reserve.
  - 1. The search consultant's professional service fees.
  - 2. Travel expenses related to interviews *with the chancellor and Board of Governors* that are incurred by a candidate and the candidate's spouse/partner.
  - 3. Meal expenses incurred as an integral part of the interview process *with the chancellor and Board of Governors* by and on behalf of the candidate, the candidate's spouse/partner, the search consultant, search committee members, other university personnel, Councils of Trustees, the Board of Governors, and Office of the Chancellor personnel. Meal expenses are considered an integral part of the interview process when the evaluation of the candidate is conducted or continues throughout the meal.
  - 4. Other expenses explicitly approved by the executive vice chancellor or his/her designee.
  
- C. The following presidential search expenses incurred by the Office of the Chancellor will be paid from the System Reserve.
  - 1. Travel expenses and conference calls related to the search process that are incurred by Office of the Chancellor personnel and the Board of Governors.
  - 2. Meal expenses incurred as an integral part of the interview process by and on behalf of the candidate, the candidate's spouse/partner, the search consultant, search committee members, other university personnel, Councils of Trustees, the Board of Governors, and Office of the Chancellor personnel. Meal expenses are considered an integral part of the interview process when the evaluation of the candidate is conducted or continues throughout the meal.
  - 3. Background checks and degree verification for new or potential presidential hires.
  - 4. Other expenses explicitly approved by the executive vice chancellor or his/her designee.
  
- D. The university shall contract with a search consultant from the State System's preapproved list of qualified search consultants. The contract with the search consultant should provide that the search consultant makes and pay for all travel arrangements on behalf of the candidate and his/her spouse/partner, including travel associated with interviews with the chancellor and Board of Governors. The search consultant must provide detailed documentation of all travel and meal expenses incurred, and the university must review the expenses for compliance with applicable State System policies, procedures, and standards. Reimbursements for such travel and meal expenses should be made by the university to the search consultant and not directly to the candidate or any other vendor.

#### **IV. Process for Reimbursement from the System Reserve**

- A. University requests for reimbursement may be made upon the completion of the search or during the course of the search but in all cases must be submitted no later than July 15 following the year in which the expenses were incurred.
  
- B. Universities will request reimbursement from the System Reserve for applicable presidential search expenses by submitting to the executive vice chancellor or his/her designee a university invoice with a schedule that itemizes all expenses incurred during the search process (including expenses that will not be reimbursed), detailing:
  - 1. Payee.
  - 2. Date of payment.
  - 3. Amount of payment.
  - 4. Description of expenditure, including a list of participants for expenses such as meals.
  - 5. Items for which reimbursement is requested.

At the conclusion of the search, a final schedule detailing total search expenses must be submitted to the executive vice chancellor or his/her designee.

- C. Universities are not required to submit to the Office of the Chancellor documentation of the expenses incurred but must retain such documentation as audit evidence.
  
- D. Reimbursement will be made by either check or bank transfer from the Office of the Chancellor to the university.
  
- E. Presidential search expenses incurred by the Office of the Chancellor and approved by the executive vice chancellor or his/her designee will be paid directly from the System Reserve.

#### **V. Exceptions**

Exceptions to the above must be approved in writing by the executive vice chancellor or his/her designee.