

SEARCH EXPENSE PROCEDURES

To receive reimbursement for out-of-pocket expenses, the candidate must complete a W9 during their campus visit. The W9 with receipts must be submitted when making the check request to Accounts Payable.

Click here to download the W9:
www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=103

PLEASE USE THE FOLLOWING FOAP CODES WHEN CHARGING SEARCH EXPENSES TO HR
Any additional expenses beyond the amount listed below must be charged to the open position's department.

Fund Code	110002
Org Code	135186
Account Code	(Use Account code from below)
Program Code	GA
Activity Code (activity code is not optional)	Found in PeopleAdmin or contact HR

ACCOUNT CODES:

Account	Description	Search Expense (per candidate)	Allowable Search Expenses	Non-Allowable Expenses
730011	Ground Transportation	\$25 per day (max 3 days or \$75)	Airport parking at candidate's home city	No other parking expenses should be incurred by the candidate.
730001	Airfare	\$600 Regional; \$800 National	If candidate purchases ticket, inform them that they will need your approval before the purchase. *Regional flights include all adjacent (border) states to Colorado. These states are AZ, NM, OK, KS, NE, WY, and UT.	First Class, Boarding and Seat Upgrades, Flight Insurance

Account	Description	Search Expense (per candidate)	Allowable Search Expenses	Non-Allowable Expenses
730011	Ground Transportation	\$100 total	Uber or Lyft services. Hotel shuttle service should also be used from the Colorado Springs airport if available.	Car Rentals are not typically allowable unless there is a cost savings of flying into DIA and renting a car versus flying into Colorado Springs.
730021	Mileage	Current IRS Limits	Personal car travel over 50 miles	Less than 50 miles of personal car travel
730031	Lodging	\$200 per night (max of two nights)	Use hotels with a CC discount. Hotel list is on the Finance and Administration website (requires CC login): https://www.coloradocollege.edu/offices/finance/administrative-services/	Hotels that do not have a CC discount
707501	Official Function - Meals	\$100 total	Moderate price restaurants for meal with candidate.	Full breakfast/lunch/dinner meals for search team or at campus-wide candidate presentations.
730041	Candidate Meals	\$50 total	FOR CANDIDATE ONLY - while traveling or staying at hotel	Meals for family members traveling with the candidate to interview.

Other Non-Allowable Expenses:

- Travel for spouse to accompany candidate to campus interview
- House hunting trip in addition to campus interview trip

***Please keep/obtain receipts for search charge expenses and upload to Concur or UMB when reconciling.**