

Guidelines for Conducting Searches and Hosting Speakers

Centenary College of Louisiana, September 2018

Every academic year, the College will have the opportunity to host a number of individuals on our campus as convocations speakers, position applicants, artists, lecturers, etc. In order to balance hospitality with budget stewardship, please complete the attached SEARCH AND SPEAKER HOSTING TEMPLATE and adhere to the following budget parameters, as you plan for guests and conduct searches:

Air Travel:

- The College will only cover the cost of the candidate or speaker, not accompanying family members.
- All tickets must be booked in the Economy/Coach class.
- Make every attempt to book tickets at least 14 days in advance, and including a Saturday night stay (unless this would involve other expense for additional hotel nights).
- Tickets over \$750 roundtrip must be pre-approved by the Cabinet member of your division.

Non-Air Travel:

- Please discuss travel (mileage reimbursement, train, rental car, etc.) with your Cabinet member.

Lodging:

- The College receives a discount and direct billing at the Hilton Shreveport Convention Center Hotel (318-698-0900/main or 318-698-0532/Business Travel Sales Manager). The Fairfield B&B does not offer direct billing, but will offer a discount (318-848-7776).
- Members of the Faculty and Provost Division may contact the Provost office for assistance (ext. 5104). The rest of the campus community may contact the President's office for assistance (ext. 5101).

Meals:

- Sodexo offers guest meal cards or guest sign in options. Contact Sodexo for more information (ext. 5284).
- The Audubon Room is available for reservation through the President's Office (ext. 5101). This is a good venue to have a more private lunch after proceeding through the line in the cafeteria and/or having a catered lunch by Sodexo.
- For non-Sodexo meals, and to qualify as a business expense, the IRS states that meals and entertainment must be ordinary and necessary, not lavish and/or extravagant. PROCURE AN ITEMIZED RECEIPT (not the credit card receipt), including the names of every guest at the meal.
- The College will not cover the cost of alcohol. Ask for a separate bar tab at your own expense, if purchasing alcohol.
- The College will not cover the cost of accompanying family members of search committee members.
- Please host larger groups for breakfasts or lunches, ideally on campus. For off campus breakfasts and lunches, expenses should be no more than \$15 per person with no more than \$75 total (for five people), including tip. For dinners, expenses should be no more than \$25 per person with no more than \$150 total (for five people), including tip. Please make every effort to host some meals on campus. Expenses over this amount may not be reimbursed and unauthorized expenses or overages may be charged against the hosting department's operating budget.

Overall, we ask that you remain focused on strategic and mission-based spending. Please do not view the budget as an "allowance"—that is, while you may have been approved initially for a set budget for a guest or program, we ask that you only spend what is necessary.

The College recognizes that there are often circumstances that fall outside of these guidelines. Please discuss such situations with your Cabinet member in advance. We appreciate your cooperation.