

Budget Guidelines for Conducting Searches and Hosting Speakers

Centenary College of Louisiana

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.
- Please 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 President's Suite and the Bishop's Suite are free of cost through the President's Office. Check with Connie Whittington (ext. 5101) to determine availability.
- If the guest suites are booked, or if there is a need to utilize a hotel for 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 Bed & Breakfast does not offer direct billing, but will offer a discount (318-848-7776).
- Members of the Faculty and Provost's Divisions of Academic Affairs and Student Development may contact the Provost's Office for assistance (ext. 5104). All other divisions may contact the President's Office for assistance (ext. 5101).

Meals:

- Sodexo offers on-campus guest meal cards or guest sign-in options. Contact Sodexo for more information (ext. 5284).
- The Audubon Room in Bynum Commons 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 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. An itemized receipt (not the credit card receipt) is required; please indicate the names of every guest at the meal on the receipt.
- The College will not usually 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 on campus. For off-campus breakfasts and lunches, expenses should be no more than approximately \$15 per

person with no more than \$75 total (for five people), including tip. For dinners, expenses should be no more than approximately \$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, please remain focused on strategic and mission-based spending. Please do not view the budget as an "allowance"—that is, while an amount may have been approved initially for a guest or program, hosts should spend what is necessary.

Reimbursement requests for Academic Affairs and Student Development should be submitted through the Provost's Office for review prior to approval from the HR Director.

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