



Academic Recruitment Expense Reimbursement Guidelines for Tenure Track Positions

Overview: The Faculty of Medicine and Health Sciences Academic Affairs Office (AAO) may reimburse recruitment expenses for tenure track academic positions that respect these guidelines, as well as University policies relating to allowable and reasonable expenses. Although recruitment expenses for Contract Academic Staff (CAS) positions will not be reimbursed by the Faculty of Medicine and Health Sciences, the same guidelines apply. Before proceeding with an advertisement, the Department/School must first receive an email from AAO providing the Faculty's authorization for recruitment costs that will include a fund number and a tenure track recruitment license number. This email must be included when processing payments or requesting reimbursements.

Eligible Expenses and Method of Payment

Departments/Schools must complete all recruitment-related forms (e.g. FOAPAL authorizations, expense reports and McGill MarketPlace (MMP) requests). The Faculty of Medicine and Health Sciences will reimburse the following recruitment costs for approved tenure track positions:

Expense Type	Method of Payment
Advertisements	McGill MarketPlace (MMP) (see p.2)
Travel Expenses (e.g. by train, bus, car)	Expense Report (see p. 6)
Air Travel Arrangements (Airfare to be booked through Direct Travel)	Submit Travel FOAPAL Authorization Form to AAO to obtain Vice-Dean signature and approval. Then, send to Direct Travel to complete booking (see p. 3 and p. 4)
Hotels	McGill MarketPlace (MMP) (see p. 4)
Meals	Expense Report (see p. 5)

Note: P-Cards cannot be used for academic recruitment expenses.

Academic Recruitment Reimbursement Procedures

ADVERTISING:

All advertisements must be paid for via McGill MarketPlace (MMP). The Faculty will provide up to \$2,000 in advertising costs (including translation costs) for tenure track recruitments. Any additional advertising costs will need to be covered by the Department/School.

- Advertisements must be prepared according to McGill Regulations; please refer to the section [Advertising a tenure-stream position](#) on the Academic Personnel Office website.
- The English version of the advertisement must be sent to the Academic Affairs Office at academicaffairs.med@mcgill.ca and acadsec.med@mcgill.ca for review and approval before translating and posting on the McGill internal and external Careers sites via Workday, and sending the ad for publication to external advertising sources.
- The advertisement can then be posted in all required locations (see below).
Note: copies of all ads and proof of payments for the ads (including duration paid for) must be sent as part of the tenure track dossier. Printouts of web-based ads must include publication dates and the URL must be clearly visible.
 - i. University Affairs (in both English and French).
 - ii. A Canadian professional journal or association website in a related field, where possible (or CAUT bulletin).
 - iii. Letters and accompanying ad/posting must also be sent to the Chairs of 10 similar departments in Canada.
- All advertisements must be paid for with a purchase order (PO). When requesting a PO in MMP for an advertisement:
 - i. In the item description, be sure to indicate the department name, recruitment license number, the posting period, and the amount reflected in the quote.
 - ii. Include an internal note and attach a copy of the email received from Craig Sweeney that provides the Faculty's authorization to advertise that includes a fund number and the tenure track recruitment license number. Also, please attach the quote provided by the vendor and update the vendor's notes.

SHORT-LISTED CANDIDATES:

- A maximum of 3 candidates may be invited per recruitment license. For candidates outside of North America, the Dean and the Vice-Dean (Academic Affairs) strongly encourage that the first interview be held via an electronic, cost-effective method (e.g., Zoom).
- Search Committee Chairs inform AAO and the Vice-Dean (Academic Affairs) of their shortlisted candidates by completing Part 1 of the Combined Short List Submission Form

and Selection Committee Report. They or AEC staff send the completed form to the Vice-Dean (Academic Affairs) with copies to [Christine Dolden](mailto:Christine.Dolden@mcgill.ca), acadcoor.med@mcgill.ca, academicaffairs.med@mcgill.ca, acadsec.med@mcgill.ca and department-level actors concerned (e.g., AEC staff, Search Committee Chair, Department Chair, etc.). The Vice-Dean, Academic Affairs approves the shortlist, and indicates their approval by replying-all to the email.

- Having received the Vice-Dean's approval, the Primary Recruiter obtains the ESLR for equity compliance approval from the Provost's Office. Once obtained, the AEC forwards the equity approval to Craig Sweeney (acadcoor.med@mcgill.ca), who will then confirm Faculty approval to invite the candidate(s) for a visit via email. This approval email from AAO should be uploaded as an internal note for all MMP requests and must be obtained before any travel arrangements are made.

Note: An additional approval is required in the event of a second visit. Please send a second email to the Vice-Dean (Academic Affairs) with copies to [Christine Dolden](mailto:Christine.Dolden@mcgill.ca) and acadcoor.med@mcgill.ca to request approval for a candidate's second visit.

- All external candidates claiming expenses will need to complete and sign a [Visitor Claimant Signature Form](#).
- For travel and meal expenses, Expense Reports should be completed using **Start an Expense Report to be finished by someone else** and selecting **Medicine and Health Sciences**. See page 6 of these guidelines for step-by-step instructions.

TRAVEL ARRANGEMENTS:

- For a candidate's first approved visit, reimbursement will be provided for one economy class airfare seat (or train, bus, car). See [McGill policy - Reasonability of Costs](#).
- The cost of re-booking or changing flight arrangements for any reason will **not** be reimbursed by the Faculty.
- If a second visit for a candidate is approved, the Faculty will reimburse two economy class seats.
- Taxi costs or car mileage from/to home/airport and local taxi rides (airport to hotel; to interviews) with receipts will be reimbursed. Please keep a record of start/end points for taxi rides.

AIR TRAVEL ARRANGEMENTS MADE WITH DIRECT TRAVEL – THE UNIVERSITY'S APPROVED SERVICE PROVIDER:

Since December 5, 2016, the University's approved service provider for airline bookings and [negotiated airline discounts](#) is Direct Travel. Visit the [Travel Services](#) website for more information and to consult [how to book airfare](#) through Direct Travel. Direct Travel offers personal service by a travel consultant as

well as an online booking tool.

- Complete the [Direct Travel FOAPAL Authorization form](#) and forward it to AAO (both academicaffairs.med@mcgill.ca and acadsec.med@mcgill.ca) to obtain the required approval. Ensure that the total amount (including taxes) is indicated.
- Please ensure financialsaffairs.med@mcgill.ca budget1@mcgill.ca are copied in the email exchange when AAO sends the approval from the Vice-Dean.
- Verify that the FOAPAL number written in the Direct Travel FOAPAL Authorization form matches the FOAPAL provided by Craig Sweeney in the Faculty approval to invite the candidate(s) for a visit via email:
 - When forwarding the [Direct Travel FOAPAL Authorization form](#), include as attachments both the quote from Direct Travel for the ticket price and the e-mail from AAO confirming Faculty approval to invite the candidate(s) for a visit. As always, quote the RL# in the subject line of your e-mail. For a candidate's second visit, also include the approval obtained for the second visit.

Important reminder: When processing the Expense Reimbursements please make sure to include the attachments provided by Direct Travel, which include the *e-Ticket* and *e-Invoice*. This will facilitate clearing the travel advance, when appropriate.

- The associated expense report will need to have the Vice-Dean (Academic Affairs) indicated as the 'responsible person'. Contact AAO (x6072) to obtain the ID number.

HOTELS:

- For a candidate's first approved visit, reimbursement will be provided for a maximum of three (3) nights of standard accommodation at one of [McGill's preferred hotels](#).
- If a second visit for a candidate is approved, the Dean's office will reimburse two (2) nights of standard accommodation at one of [McGill's preferred hotels](#).
- Costs other than room rental are the responsibility of Department/School or candidate (e.g. dry cleaning, movies, mini-bar, etc.). Additional charges should not be added to the room bill. Please see p. 5 '*Other Incidental Costs*' for more information about parking charges.
- Hotel invoices should be paid via MMP:
 - i. In the item description, indicate the department name, the recruitment license number, the name of the potential TT recruit, and the dates of the visit.

- ii. Include an internal note and attach a copy of the email received from the Academic Affairs Office that provides the Faculty's authorization to invite the candidate for an interview that includes a fund number and the tenure track recruitment license number.
- iii. When creating the purchase order in MMP, include the city occupancy tax in the total for the room to ensure the correct amount is entered. Also, please upload the quote.

MEALS:

- For a candidate's first and second approved visit, reimbursement will be provided for meals that meet [University Guidelines – Allowable and Reasonable Expenses – Receipt Requirements](#). If no receipts are supplied, the Per Diem rate will be used. See the [Procedures for Travel and Other Reimbursable Expenses \(“meals and Entertainment”\)](#).

In addition to the candidate's meals, the Faculty of Medicine and Health Sciences will reimburse the following expenses (please refer to the current [Reimbursement Rates](#) effective August 1, 2023):

- One departmental lunch for a maximum of 15 participants, including students (up to \$20.00 per person and a maximum \$300 in total).
- A maximum of two dinners for the candidate, accompanied by a maximum of three (3) McGill representatives.

Note: As per the current [Expenses Policy](#), the reimbursement rate comprise a maximum of **\$105/person for dinner including alcohol**; the FMHS provides a maximum allowance of \$16.50 per person for alcohol (see Faculty memo dated June 30, 2022). Any overage is to be covered by the person claiming the expense as a personal expense.

All amounts quoted do not include sales taxes nor tips. According to the latest revision (August 3, 2023), the tips (added to the amount + sales taxes) must not exceed 18%. Please liaise with the Departmental Finance Administrator for assistance calculating the amounts. Further information regarding the reimbursement rates for local hospitality and entertainment is available in the following PDF document:

https://www.mcgill.ca/financialservices/files/financialservices/reimbursement_rates_for_local_hospitality_and_entertainment_august_3_2023.pdf

OTHER INCIDENTAL COSTS:

All other costs such as long-distance calls, postage, courier, etc. must be covered by the recruiting Department/School; the Faculty of Medicine and Health Sciences will not reimburse these expenses.

Note: Candidates should not put expenses for reimbursable items such as meals or parking on their hotel room bill, but should pay for these separately and submit copies of their receipts to AAO after the visit.

How to Request Academic Recruitment Reimbursements via an Expense Report on Minerva

This function is performed through the Minerva Employee, or the Finance (Fund) Administration menu **Advance & Expense Reports menu** via Submit an Expense Report menu. When completing the Expense Report for recruitment expenses, please select “**Start an Expense Report to be finished by Someone Else**” and select “**To be completed by Reviewer: Medicine and Health Sciences**”.

To request an Expense Report, please follow the necessary steps to complete and submit your request.

1. Login to [Minerva](#) with User Login: **McGill ID and Password (PIN)**;
2. Select the **Finance** Tab;
3. Select **Advances and Expense Reports** menu;
4. Select **Submit an Expense Report** menu;
5. Select **Start an Expense Report to be finished by Someone Else** menu;
6. Enter the **Responsible McGill ID**. Chair or Director’s ID unless there is an associated travel advance, in which case the Vice-Dean, Academic Affairs ID is required (contact AAO);
7. Enter the **Destination City, State and Country**;
8. Enter the **Start and End dates** of the expenses;
9. Select the **Purpose "Recruitment Staff/Student"**;
10. Type in a **detailed description of the purpose** of the expense report request:
 - Indicate the candidate’s name, the position title and the recruitment license number
 - If accommodation is paid with a PO, please include the PO reference number
11. Use the FOAPAL provided by the Academic Affairs Office in the approval email that you received;
12. Select **Medicine and Health Sciences** and not Department of Medicine in the “**To be completed by reviewer**” drop down list;
13. Click on **Continue**;
14. Enter each receipt individually:
 - i. Enter the **receipt date**;
 - ii. Select an **expense category** for each receipt;
 - iii. Enter a **detailed description** for each receipt;
 - iv. Enter the **amount** (including taxes) for each receipt;
15. Complete and submit by selecting **Forward to Reviewer**;
16. **Add travel advance if applicable**;
17. Print and forward a merged pdf copy of the expense report along with all **original** receipts and visitor claimant signature form to the AEC finance officer who will forward it to the Deanery Financial Affairs Office for final review and approval by the Vice-Dean, Academic Affairs.
Note: Any expense reports with fund 151488 **must be reviewed by the AEC before** being sent to the Dean’s office (stamp or initial the expense report to indicate that this has been done). The approval email from Academic Affairs providing Faculty approval to invite the candidate for an interview must also be attached.