



806.2 - Staff and Faculty Recruitment and Moving Expenses

Purpose:

The purpose of this policy procedure is to operationalize Bismarck State College's 806.2 – Staff and Faculty Recruitment and Moving Expenses policy.

Procedure:

Staff and Faculty Recruitment

1. Candidates will need to supply receipts for airline travel. For meal, mileage or lodging reimbursement, candidates will be reimbursed per the [Reimbursement of Expenses for Travel Policy](#). BSC will not be responsible for any charges billed to a candidate's room.
2. Travel logistics and reimbursements are handled by the appropriate administrative assistant and are funded through the hiring department's budget. Reimbursement requests shall be made through the Accounts Payable process by submitting a [Request for Payment form](#).

Moving Expenses

1. Payment will be made after the new employee's start date and will follow the payroll calendar. For example, if the request is effective January 1, payment will be made on January 31.
2. The hiring manager will submit a payroll order for payment of the moving expenses.

References:

806.2 [Staff and Faculty Recruitment Expenses.docx \(sharepoint.com\)](#)

806.3 [Moving Expenses.docx \(sharepoint.com\)](#)

BSC Reimbursement of Expenses for Travel

History of This Policy Procedure:

First policy: Reviewed by the Operations Council on June 10, 2015, and approved by the Executive Council on June 12, 2015.

Revisions – October 30, 2017; reviewed by the Operations Council on April 24, 2019, and approved by the Executive Council on April 25, 2019.

Reviewed – September 10, 2019.



BISMARCK
STATE COLLEGE

North Dakota's
Polytechnic Institution

// POLICY PROCEDURE //

Reviewed by Campus Council on October 11th, 2023, and reviewed by the Executive Council on October 18th, 2023, and approved by the President on November 16th, 2023.