



Washington University in St. Louis

ARTS & SCIENCES

Arts & Sciences

June 12, 2007

To: Arts & Sciences Departments

From: Larry Kuykendall
Assistant Dean, Budget & Finance
Director of Business Operations

Arts & Sciences Policy on Interview Costs: Graduate students or Postdoctoral hires

For Arts & Sciences (A&S) departments, expenses related to interviewing individuals (Either Graduate Students or Postdoc) for a single position are deemed reasonable and necessary. These costs can be charged to A&S department accounts and/or sponsored funds (fund ranges 38XXX through 65999). The costs charged to sponsored funds is limited to three individuals, and should be allocated based upon their anticipated salary sourcing. Faculty and/or staff within A&S are solely responsible for applying and monitoring the number of applicants charged/allocated to sponsored projects.

All other University travel policies should be followed for these individuals.

When charging or **allocating** costs to a sponsored fund, the PI or his/her designee will include the following information on each trail doc:

- Indicate that costs are related to applicant #1 (or #2, #3 as applicable) for position XXXXX
- Include reference to A&S Graduate Student Interview policy dated 06/07.