

# **IMMEDIATE NEED REQUEST** 2019-20

*Approved in  
Cabinet  
1/7/20*

*Brian Snodgrass*



Requested by: Human Resources			
		Date to VP:	
Location	(Fill-in)	Reviewed By (Signature):	
Department or Unit:	Human Resources	Date to Cabinet: 1/7/20	
Division:		Outcome:	
Vice President:	Abe Ali		

Budget Request(s)	Justification for Request(s)	Funds Requested **			Funding
(List in Priority Order)	An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.	Amount	One-time	Ongoing	Approved
1.	During President's Cabinet on October 10, 2018, it was discussed that in an efforts to diversify hiring and encourage out of state candidates to apply and interview, the candidate reimbursement cap of \$500 would be temporarily suspended. We have been reimbursing the full cost of travel for interviewees traveling more than 150 miles each way. There is a process in place to ensure reimbursement for the most cost effective travel methods (e.g. someone who flies first class is reimbursed at the economy rate). We spent a total of \$23,029 on candidate reimbursements for the 2018-19 fiscal year. We have spent \$11,257 during 2019-20 (as of 12/13/19). The average travel reimbursement is \$900/person.	10,000.00	X		
Account Number(s):	XXXXXX-900310-524000-673000				

**\*\* Please provide documentation to support the amount requested, such as price quotes from vendor, copy of catalog, etc. Also, include any ancillary costs, such as maintenance, annual software upgrades, etc.**