SOM provides R&T funds to faculty members to facilitate research, teaching, and other University business. Faculty have an obligation to be good stewards of these resources and to use them responsibly to advance the mission of the University. The R&T accounts are set up to decentralize decision making, not to make permanent transfers of funds.

**Golden Rule**

If your expenses are modest, reasonable, and clearly related to University business, they will typically be approved.

### Examples of Typically Appropriate R&T Expenses

- Academic robe rentals
- Books, journal/newspaper/magazine subscriptions
- Conference registration fees
- **Computer software, office computer hardware, portable computing devices (laptops, iPads, etc.)**
- Databases and datasets
- Journal submission fees/page charges
- Library fees
- Membership in professional organizations (not allowable on federal grants)
- Mobile phones
- Network connectivity costs for mobile devices
- Photocopying and printing
- Postage/Shipping charges (use eShip Global)
- Research assistants
- Standard office supplies
- **Travel to conferences or research sites & meals** while traveling on business
- Visitor/guest speaker travel expenses (day or overnight guests)

### Examples of Typically Inappropriate R&T expenses

- Academic robe purchases
- Advertisement for books
- Amazon Prime membership fees
- Apple watch or similar (both the device & service)
- Child care
- Clothing/shoes (or care/maintenance thereof)
- Club memberships
- Cost of commuting between home and campus
- **Food for students** (meals or in-class snacks)
- Gifts (including prizes for students)
- Office furniture or renovations
- Library fines
- Luggage
- Moving expenses
- Office décor or artwork, including framing
- Spousal, partner, or other family member travel
Process for Submitting Expenses & Reimbursements

Yale University uses Workday Expenses to process PCard transactions and employee reimbursements. Faculty support staff will assist with processing expenses and reimbursements but faculty are responsible for providing receipts and other documentation, explaining the purpose of the purchase, and approving expense reports received in their Workday inbox.

Key Policies

• Faculty are expected to submit expense reports or reimbursement requests, including supporting documentation, within 30 days of incurring the expense or returning from a trip.
• Expenses greater than $75 require a detailed receipt. If there is no receipt, faculty must explain why and what steps have been taken to secure a receipt.
• Faculty must provide a business purpose for each purchase [who, what, when, where and why].
• Reimbursement for expenses 120 days – 364 days old are issued through payroll as taxable income. Gross up for taxes incurred is not permitted. After 365 days, reimbursement is no longer possible. There are no exceptions.
• Faculty members are responsible for keeping track of all expenditures charged to their R&T account and ensuring that they do not go over budget. Faculty who overdraw their R&T account may be asked to reimburse SOM for the excess charges.
• See Using PCards for more information about purchasing.

See remainder of document for more detail on SOM’s spending policies

Quick Links

Business Travel Policies
Business Meal Policies
Using PCards vs. Purchase Orders
Purchasing Cellular Phones & Service
Purchasing Computer Equipment, Electronics, & Other Technology
Purchasing Databases & Datasets
Purchasing Office Furniture and Equipment
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Recruiting New Faculty
Business Travel Policies

Travel reimbursement is available to ladder- and non-ladder faculty members employed at Yale SOM at 50% or greater time and Postdoctoral Associates, when funding exists. Part-time faculty and Postdoctoral Fellows should request prior permission before making any travel arrangements paid with university funds. Yale’s preferred travel vendor is Egencia.

Air Travel
Travelers are expected to book the least expensive airfare within the main cabin class (e.g., economy, coach) consistent with business requirements. Travelers on federal-sponsored awards and sub-awards are expected to travel the basic, least expensive unrestricted seat class.

- Traveling Business class is allowed only in the following scenarios:
  - Any flight segment has a scheduled in-air flying time in excess of five (5) hours,
  - The total scheduled in-air flight time, including connecting legs, is in excess of eight (8) hours,
  - A medical justification document by a primary care provider.

- If these criteria are not met, the difference between coach and business class will not be reimbursed. In most cases, business class cannot be charged to a grant. See 3301.3.A Air Travel – Exceptions for full Yale air travel policy.

- If first class is the only option, and you meet the business class criteria, please contact sombusiness.office@yale.edu before purchasing the ticket

- Travelers may use their airline miles to upgrade as long as the airfare purchased is the lowest available economy class fare. Travelers purchasing a more expensive airfare to obtain the upgrade must pay the difference between the lowest fare available and the fare purchased. The source of an upgrade must be noted on the expense report. The University does not reimburse travelers for tickets or upgrades purchased with frequent flyer miles.

Ground Transportation
Use the lowest cost ground transportation consistent with business needs. For example, many hotels offer free airport shuttles, which should be used whenever practical.

Train
- University policy allows business class service on Amtrak and the Acela. First class train travel is not reimbursable. To take advantage of University-negotiated discounts on Amtrak, reservations must be made through Egencia.

Rental Cars
- Travelers should rent the most economical vehicle consistent with business needs and travel circumstances. The University has negotiated discounts with preferred rental car agencies. These discounts are available through Egencia.

- The University has automobile insurance that covers University employees (including casual employees and post-doctoral associates) and post-doctoral fellows traveling on University business.
- **Domestic rentals**: Decline (do not purchase) all additional insurance for any rental in the continental U.S. Additional insurance will not be reimbursed.
- **International rentals**: Accept (purchase) the LDW (Loss Damage Waiver; formerly called CDW or collision damage waiver) and LIS (Liability Insurance Supplement) insurance for all rentals outside of the contiguous 48 states, including Alaska, Hawaii, Canada, Puerto Rico, and the US Virgin Islands. The cost will be reimbursed.
- **Passenger vans**: Yale does not permit the rental of 12 and 15 passenger vans.
- **Yale** will not reimburse for satellite radio.

**Private Car Service**
- A private sedan or town car service may be used when the cost is reasonable and consistent with business requirements.
- Use of car/limo service within New Haven and the immediate area is not permitted. Short trips, such as those between SOM and the train station or downtown hotels should be taken by taxi or ride-share services like Uber/Lyft.

**Use of Personal Automobiles**
- Employees may use their personal vehicles for University-sanctioned business travel, as long as the cost is not significantly higher than other available modes of transportation. The use of a personal vehicle will be reimbursed at the federal mileage allowance rate for business travel, published by the [Yale Controller’s office factsheet](#), which includes all usage costs including gasoline (gas costs cannot be reimbursed separately). Travelers may also be reimbursed for tolls and reasonable parking fees.

**Lodging**
- Travelers should choose a reasonably priced hotel with a single occupancy rate. Only actual hotel expenses will be reimbursed – Federal per diem rates may not be used for lodging – however, the per diem allowance set by the federal government for the city visited serves as a good guideline for determining reasonable hotel costs. Regardless of location, travelers are expected to select a reasonably priced hotel room with a single occupancy rate (hotel reimbursement cannot exceed a maximum of $600 per night).
- One-day travel within 50 miles of a regular work location is not eligible for lodging reimbursement.
- Travelers may use Airbnb and similar short-term rental sites for lodging provided the average cost per night does not exceed that of local hotels.

**Individual Meals (while Traveling) / Meals & Incidental Per Diem**
- Travelers will be reimbursed for reasonable, actual meal expenses or may opt for the Meals and Incidental Per Diem allowance. You cannot combine actual individual meal expenses and per diem in the same trip (group business meals are the only exception and can be combined with per diem for individual meals).
- Per diem requests should not include any meals provided by the conference/host or meals that fall outside of the travel window (if you begin a trip in the afternoon, you cannot request per diem for that day’s breakfast).
• As a guideline, meal expenses should not exceed the per diem allowance set by the federal government for the city visited. Regardless of location, $125 (including cost of food, drinks, and gratuity), is the maximum reimbursement allowed. Any amount over the limit must be taken as a personal expense.

Other Travel Expenses
The following can be reimbursed if related to travel on University business:
• Foreign visa fees or other special fees such as transaction fees for currency conversion;
  o Yale SOM does not reimburse for U.S. visas or for the visas of family members.
• Reasonable telephone and internet charges. The use of Yale cell phones is preferred; be sure to turn on the appropriate service for your mobile phone (and turn those services off upon your return).

Unallowable Travel Expenses
The following expenses must be taken as personal:
• Costs associated with commuting between home and the University and costs associated with travel between University locations, including mileage and parking;
• Spouse/child/guest travel-related charges;
• Child, adult, or pet care costs;
• Issuance of passport or its renewal;
• Baggage fees related to leisure (e.g. golf clubs, extra baggage for personal leg of trip);
• Frequent flyer or similar awards programs and membership/dues in private clubs, including Airlines, wholesale clubs, etc.;
• Trusted Traveler Program (such as Global Entry, NEXUS, SENTRI, Clear) fees, travel expenses for visiting an enrollment center and TSA Pre Check Application Program fees;
• Car rental insurance for domestic rentals and satellite radio on all car rentals;
• Personal credit card delinquency fees or finance charges, parking tickets, traffic violations, automobile repairs;
• “No-show” charges for hotel and car service;
• Gym and recreational fees, including massages and saunas; personal grooming expenses like haircuts; in-room movies; laundry or valet service; and mini bar charges, unless treated as an actual meal; and
• Loss or theft of cash advance, airline tickets, baggage, personal funds, or property.

See Section 3301.8 Expenses Considered Personal and Not Reimbursable for additional expenses the University does not reimburse.

Business Meal Policies
Meals at which faculty, staff and/or external parties are present for the purpose of conducting University business are allowable within the guidelines listed below. Refer to Yale Policy 3302 for more information about business meals.
• We ask that you try to keep meal expenses (including food, alcohol, tax, and tip) below $60 per person. **The reimbursable maximum per person (including tax and tip) is $125.** Costs in excess of $125 per person will be considered a personal expense.

• Business meals charged to a centrally owned account, such as the Recruiting or Seminar budgets, are limited to no more than 5 attendees (typically a guest/speaker/candidate and up to four faculty members or Ph.D. students). The cost for additional attendees should be charged to a faculty member’s R&T account.

• Business meals charged to a full-time faculty member’s R&T account may exceed 5 attendees if warranted by the business purpose and will be approved by the Deputy Dean’s Office assuming they meet all other spending requirements (cost per person, etc.).

• Unless the presence of a spouse is appropriate or a business requirement, spouses’ meals must be taken as a personal expense.

• For a business meal to be reimbursed, I.R.S. regulations require a business purpose with a list of attendees and their business relationship to the University. A detailed list of attendees is required for meals up to and including 10 people. For a group of more than 10, only a description of the group is required.

• Part-time faculty (less than 50% time) are not eligible to use R&T or other University funds for business meals without prior approval of the Deputy Dean. Unless otherwise noted in their funding approval, business meals charged to a part-time faculty member’s R&T account are limited to no more than 5 attendees.

### Policies specific to purchasing food for students

• R&T funds may not be used to purchase meals, snacks, or beverages for classes or student meetings without prior authorization from the Deputy Dean. An exception may be granted in special circumstances, such as when a single lunchtime session is held to accommodate a guest speaker. **In most instances, electing to provide food to your class will be considered a personal expense.**

• Faculty should request prior permission from the Deputy Dean to use R&T funds for student-oriented functions, such as taking students out to dinner at a restaurant or hosting a catered gathering at a faculty member’s home. While social functions can foster a sense of community and enhance campus life, the frequency and cost of events must be appropriate to the situation and the nature of the business being conducted.

### Using PCards vs. Purchase Orders

The Yale Purchasing Card (“PCard”) is the preferred payment method for travel expenses. A purchase order is the preferred purchasing method for goods and services.

**PCards**

The Yale Purchasing Card (“PCard”) is a corporate-liability payment card to be used only for University business. Eligible faculty will be issued a PCard upon the start of employment. All cardholders should be aware of the proper use of the PCard (see [Policy 3215.2](#)) and aware that its misuse (including failure to process transactions in a timely manner) may lead to suspension or cancellation of PCard privileges or other disciplinary action, up to and including termination of employment (see [Policy 3215.3](#)).
Key Policies

- Cardholders must not electronically store their PCard number with any online suppliers (e.g., Amazon) or mobile apps (e.g., Uber), to minimize the risks associated with potential vendor data breaches and to reduce the chance of accidentally using the card for personal purchases;

- Cardholders must not share their PCard account information or allow others to use the card, including other faculty or students. However, faculty support may make authorized purchases for faculty they support using that faculty member’s PCard.

- **There are a few items that may never be purchased with a PCard:**
  - gift cards (use a Spend Authorization). See also Paying Study Subjects);
  - furniture (use P.O.);
  - professional services or honoraria (use P.O. Never pay out-of-pocket because Yale cannot reimburse you);
  - meals at Charley’s Place or the Evans Hall Café (use Eli Bucks department cards, available from the Faculty Support Staff);
  - SOM-branded items from the SOM mailroom (use COA instead)

Purchase Orders

- A purchase order (PO) is the preferred purchasing method for services (e.g., copy editing, data cleaning, contractor payments) and certain goods, such as furniture.

- When considering a purchase that may require a PO, faculty members should speak to faculty support staff for assistance setting up the PO.

- More information about POs can be found here: https://confluence.som.yale.edu/display/BUSOPS/Requisition+to+Purchase+Order

Purchasing Cellular Phones & Service

The policies regarding cell phone service and devices outlined below apply only to ladder and non-ladder faculty whose FTE is 50% or greater.

Prior permission required:

- Purchasing a new phone before the current one is out of warranty. Replacement of a lost or damaged phone is a personal expense.

- Additional phones / phone lines

No permission required:

- Purchasing a new phone if the old one is out of warranty

- Making changes in cellular service

Key Policies

- **Option 1: Monthly Stipend.** Full-time faculty may request a cell phone stipend from their R&T funds for their monthly cellular phone service by emailing Brenda Burgos, Heather Amero, and Melissa Studer. The following conditions apply:
The phone should be used for conducting University business;

- The taxable stipend for service is $65/month, which will be paid through Yale’s payroll starting the month following receipt of initial request;

- Faculty receiving a stipend may use R&T funds to purchase their phone, however, new equipment will only be reimbursed after SOM IT has been granted access to the new device to gather the information required for Yale asset tracking.

- **Option 2: Yale-Hosted Account.** Instead of receiving the cell phone stipend, full-time faculty may also opt to purchase their cell phone service and device through Yale IT and have the monthly service charge deducted from their R&T funds. When selecting this option, the faculty member should be aware that the carrier will not discuss the account with them or make changes at their request; all requests must be initiated through SOM IT.

- Faculty are expected to take over the service and payment of their account upon retirement or departure from the University and cellular phones purchased with R&T funds remain the property of the University.

### Purchasing Computer Equipment, Electronics, & Other Technology

Purchase of computer equipment, supplies, and software is handled centrally through the SOM IT department. Contact somit@yale.edu. In some instances, new faculty may receive a special budget for purchasing computer equipment. The amount will be stated in their offer letter. Purchases can be charged to this fund for 6 months after start date. See [Purchasing Cellular Phones & Service](#) for policies related to mobile phones.

**Prior permission required:**
- Part-time faculty (less than 50% FTE), Postdocs, and full-time faculty (> 50% FTE) with one year (12 months) or less remaining on contract: Any purchases

**No permission required:**
- Purchases made by full-time faculty on contracts with more than one year remaining
- Toner and paper can be ordered by faculty support
- Software downloads from Yale’s Software Library ([https://software.yale.edu/](https://software.yale.edu/))

**Key Policies**
- R&T funds may be used by full-time faculty to purchase work-related electronics and equipment that can reasonably be carried between home and office and brought on business trips. Examples of such equipment include laptops, tablets and mobile peripherals. Funds may not be used to purchase home electronics, furniture and fixtures that cannot reasonably be carried between home and office unless a faculty member is unable to work in the office and requests a special accommodation.

- **SOM IT does not support personal computing equipment in a home office outside of best effort to ensure Yale resources work appropriately. For example, Cisco AnyConnect VPN, DUO Multifactor authentication.**
• Apple Watch (or similar) and/or service are not allowable.
• All items purchased with Yale funds are the property of Yale and must be returned or purchased from the University upon termination of employment.

## Purchasing Databases & Datasets

All databases and datasets should be purchased through Yale SOM’s IT department using the steps outlined at [https://confluence.som.yale.edu/display/SC/New+Research+Data+Requests](https://confluence.som.yale.edu/display/SC/New+Research+Data+Requests). In most cases, research database purchases are financed through individual faculty R&T accounts and grants. In instances where multiple faculty members or Ph.D. students within SOM are likely to benefit from using the new dataset, faculty may be eligible to receive partial funding support from the SOM Research Resources budget.

**Prior permission required:**
- Part-time faculty (less than 50% FTE), Postdocs, and full-time faculty (> 50% FTE) with one year (12 months) or less remaining on contract: Any purchases

**No permission required:**
- Purchases made by full-time faculty on contracts with one year or more remaining. While full-time faculty do not need permission to purchase data per se, they must still follow the correct purchasing procedure because faculty do not have authorization to sign contracts, including those used to buy data. Additionally, following proper procedure helps ensure that faculty members do not inadvertently purchase data the school already owns or licenses.

## Purchasing Office Furniture and Equipment

The purchase of office furniture with school funds is strongly discouraged. Please make sure to get all necessary approvals prior to making any purchase, as unapproved items may be charged to you as a personal expense. Generally part-time faculty (<50% FTE) and Postdocs are NOT authorized to purchase furniture.

**Prior permission required from the Deputy Dean’s Office and Facilities:**
- Full-time faculty (50% FTE or greater) with more than two years remaining on contract: Purchases of $1,500 or greater.
- Full-time faculty with two years or less remaining on contract: Any furniture purchases

**Prior permission required from Facilities only:**
- Full-time faculty with more than two years remaining on contract: Purchases up to $1,499.99.
Key Policies

- All furniture must be purchased with a Purchase Order (P.O.) PCards cannot be used, regardless of the amount. The P.O. request should include the purchase approval from facilities and/or the Deputy Dean’s office.

- The following items may not be purchased with University funds for faculty office use: refrigerators, coffee makers, microwaves, water dispensers, portable air conditioners, televisions, treadmills, rugs, and other similar items.

- Office décor and artwork (including framing) is considered a personal expense.

- The removal or modification of any built-in office furniture(fixture) requires the prior approval of the Deputy Dean.

- Furniture and other office equipment paid for using R&T funds is the property of SOM. Items may not be purchased for use in home offices or offices located in another department and must be left at SOM when a faculty member’s employment with the school ends.

Approval Process

1. See above to identify which departmental approvals are needed. Contacts are noted below.

   **Facilities**: Jill McSorley, Director, Facilities Operations
   
   **DDO**: Melissa Studer, Supervisor, Deputy Dean’s office

2. Send an email to all relevant contacts with the following information: 1) the item(s) you wish to purchase; 2) reason for purchase; 3) price; 4) any additional services you wish facilities to provide (help removing existing furniture, etc.)

3. The approval should be attached with the Purchase Order request in Workday.

Giving Gifts & Prizes

...to Employees & Students

- The University prohibits using school funds to purchase gifts or prizes for employees and students.

- Non-cash expenses are only allowed for modest expressions of sympathy and employee recognition (which should be initiated by HR only). Cash gifts are never permitted.

- SOM honors staff who have reached service milestones during the past fiscal year at an annual picnic for all faculty and staff. Any additional recognition events must be paid for using non-Yale personal funds.
...to Guests
- University funds may be used to purchase small tokens of appreciation (less than $100, including tax and shipping) for speakers and distinguished guests. SOM- or Yale-branded items, available for purchase in the mailroom or University bookstore, are recommended.
  - Items purchased from the SOM mailroom should be charged to a COA, not a PCard.
  - Gifts are considered restricted items and should be charged to the “other unallowable” expenditure code.

...to Organizations
- University funds may not be used to make donations.

Receiving Gifts
- Employees cannot accept gifts from outside sources for personal benefit – see Policy 2201.

Applying for Grants, Sponsored Awards & Non-SOM Funding
Before applying for any external funding, faculty should reach out to Kirsten Sicuranza to ensure their proposal meets all Yale and sponsor requirements.

Before applying for external funding, contact:

Kirsten Sicuranza
Financial Analyst, Faculty & Research, Business Operations
kirsten.sicuranza@yale.edu

Sponsored Funding Resources & Databases:
- SPIN (also available through IRES with a net ID and password)
- GrantForward.com
- Grants.gov

Hosting Conferences, Seminars, Meetings & Other Events at SOM

General Policies Governing All Conferences/Seminars
- See Bringing in Guest Speakers and Other Visitors for information about paying and reimbursing presenters

SOM-Hosted Conferences, Seminars & Other Events
Faculty wishing to host an event at Evans Hall should contact the Event Management team at somevents@yale.edu or 203-436-9669. See https://confluence.som.yale.edu/display/EVENT/SOM+Events+Management+Service+Catalog for information about Evans Hall rental policies, visitor parking, catering, and more. Non-course-related private lectures require prior approval from Executive Programs. The use of SOM Hospitality is required for catered events.
Internal Seminar Series
SOM maintains budgets for several ongoing seminar series (see list below) to which faculty and Ph.D. students are invited. The charging is different for recruiting vs. non-recruiting seminars, please use care in selecting the correct COA.

Seminar Series:
- Accounting
- Economics
- Faculty seminars
- Finance
- Industrial Organization (joint with Cowles)
- Innovation and Entrepreneurship
- Marketing
- Organizational Behavior
- Operations

Recruiting Seminar Series (Eli Seminars):
- Accounting
- Economics
- Finance
- Marketing
- Organizational Behavior
- Operations

Food Policies for Internal Seminars (applies to the seminar and recruiting series referenced above)
- Catering costs for SOM seminars should not exceed $20/person.
- SOM Hospitality is the preferred vendor for catered events.
- Tipping: Tipping Yale Dining is not permitted. Yale policy permits up to 10% gratuity on outside vendors/caterers.
- Faculty or Ph.D. students may take the speaker out for lunch or coffee after a research seminar. While there is no limit on the number of guests who may attend the post-seminar lunch, the maximum reimbursement from the faculty seminar or recruiting budget for is $160 for all guests including taxes and tip. As most seminars are catered, the expectation is that most individuals will dine at the seminar and only the speaker and 2-3 guests will need to purchase a full meal afterwards. Overage may be taken as a personal expense.

Guest Speakers / In-Class Visitors
- See Bringing in Guest Speakers and Other Visitors

Meetings
- R&T funds should not be used to provide food or refreshments for internal meetings.

Bringing in Guest Speakers & Other Visitors

Key Policies
- Guest speakers attending a class, seminar, conference, or other SOM-sanctioned event may be reimbursed for their travel and meals, according to Yale SOM Travel and Business Meal Policy Guidelines.
- Speakers may not be paid honoraria without prior written permission from the Business Office. Note that honoraria appears on the list of items that can never be paid for with a PCard.
Part-time (<50% time) and other faculty members who do not have a designated R&T budget stated in their offer letter must submit a request at the start of each semester to Gabriel Rossi at gabriel.rossi@yale.edu in order to secure the necessary funds to pay for guest speakers’ travel. Proposal should include a list of expected guest speakers and their estimated travel costs. Prior approval is needed to process the reimbursement.

As a general rule, an individual needs an appointment to visit Yale when one or more of the following is true: they will be staying for more than a week or two; they are performing work for or on behalf of Yale; they will be interacting with students on a regular basis; they require one or more of the following from SOM: a title, net ID, email address, ID card, security access to Evans Hall, or any form of network access (excluding Guest WiFi). See Hiring Someone to Work for You / Sponsoring a Visitor for information about who to contact to initiate an appointment.

**Payments to Foreign Visitors**

- U.S. immigration regulations restrict the types of payments that can be made to persons who are neither citizens nor permanent residents of the United States. The determination of whether payment is permissible is based on an individual’s current immigration status. Please confirm with the Business Office that payment and/or reimbursement is possible before you promise compensation or authorize them to incur any expenses.
- Faculty Support will help you set up the individual as a supplier in the reimbursement system. Instruct the visitor to provide all receipts with proof-of-payment to facilitate reimbursement.

**Hiring Someone to Work for You / Sponsoring a Visitor**

Faculty should always consult the appropriate department before authorizing anyone to perform work or to visit SOM in an official capacity. Use the table below to help determine where to start your inquiry. If you are unsure of which role someone qualifies for, Human Resources or the Deputy Dean’s Office will help you make that determination.

**Human Resources (HR) Contact**

Jean Page  
Associate Director, Human Resources  
jean.page@yale.edu  ◦ (203) 436-4889

**Deputy Dean’s Office (DDO) Contact**

Melissa Studer  
Supervisor, DDO  
melissa.studer@yale.edu
<table>
<thead>
<tr>
<th>Who are you looking to hire/have visit?</th>
<th>Contact</th>
</tr>
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<tbody>
<tr>
<td><strong>Casual / Temporary worker</strong> (includes non-Yale student)</td>
<td>HR</td>
</tr>
<tr>
<td><strong>Contractor / External vendor</strong> (someone who is not an employee but is paid for their services; a freelancer)</td>
<td>Faculty support staff. FSS should contact HR to determine if individual is a contractor or a casual.</td>
</tr>
<tr>
<td><strong>Faculty member, currently employed at another institution</strong> (coming to teach and/or do research)</td>
<td>DDO</td>
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<tr>
<td><strong>Intern</strong></td>
<td>HR</td>
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<tr>
<td><strong>Ph.D. student enrolled at Yale SOM</strong> (regardless of what they are being hired to do)</td>
<td>Beth Ann Bretter</td>
</tr>
<tr>
<td><strong>Ph.D. student enrolled in another Yale department</strong> (regardless of what they are being hired to do)</td>
<td>Beth Ann Bretter</td>
</tr>
<tr>
<td><strong>Ph.D. student enrolled at another University</strong> (see listing for Visiting Assistant in Research below)</td>
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</tr>
<tr>
<td><strong>Postdoctoral Associate or Fellow</strong> (research trainee with a Ph.D.)</td>
<td>DDO</td>
</tr>
<tr>
<td><strong>Postgraduate Associate / Predoc</strong> (research trainee with a bachelor’s or master’s degree)</td>
<td>DDO</td>
</tr>
<tr>
<td><strong>Research Assistant or Associate</strong>, full- or part-time (a staff researcher with at least a bachelor’s degree)</td>
<td>HR</td>
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<tr>
<td><em>If the individual you are considering is a Ph.D. student, use the appropriate listing under “Ph.D. student.”</em></td>
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<tr>
<td><strong>Sponsored Identity</strong> (individual whose affiliation with Yale requires them to have a Net ID, but who does not qualify to be a student, employee, or contingent worker.)</td>
<td>Lisa Rathsack</td>
</tr>
<tr>
<td><strong>Teaching Assistant</strong></td>
<td>Faculty support staff</td>
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<tr>
<td><em>If the individual you are considering is a Ph.D. student, use the appropriate listing under “Ph.D. student.”</em></td>
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</tr>
<tr>
<td><strong>Visiting Assistant in Research (VAR)</strong> (Student currently enrolled in a Master’s or Ph.D. program at another institution coming to Yale for training &amp; to conduct their own research)</td>
<td><a href="https://gsas.yale.edu/admissions/non-degree-programs/visiting-assistant-research-var">https://gsas.yale.edu/admissions/non-degree-programs/visiting-assistant-research-var</a>. Questions can be directed to Beth Ann Bretter.</td>
</tr>
<tr>
<td>Please be aware that VARs cannot work.</td>
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<tr>
<td><strong>Visiting Fellow or Executive Fellow</strong> (established scholar or accomplished individual who needs a formal affiliation to carry out their research or other planned activities at Yale)</td>
<td>DDO</td>
</tr>
<tr>
<td><strong>Yale faculty member</strong></td>
<td>DDO</td>
</tr>
<tr>
<td><em>The University has strict rules governing the payment of existing faculty members; prior permission is always required.</em></td>
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</tr>
<tr>
<td><strong>Yale staff member</strong></td>
<td>HR</td>
</tr>
<tr>
<td><em>Please be aware that full-time Yale M&amp;P staff members cannot take on teaching responsibilities including facilitating and TA work for extra pay.</em></td>
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Who are you looking to hire/have visit?

<table>
<thead>
<tr>
<th>Contact</th>
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<tr>
<td><strong>Yale student</strong>, undergraduate or graduate (not a Ph.D. student)</td>
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If you do not see the role above, contact HR

Related topics

See [Bringing in Guests and Other Visitors](#) for information about guest speakers.

See [Recruiting New Faculty](#) for more information specific to recruiting and hiring new SOM faculty.

See [Paying Study Subjects](#) for information about compensating individuals who participate in a research study.

## Paying Study Subjects

If an upcoming research project involves paying study subjects, please contact the Business Office before any payments are made.

### Key Policies

- Gift Cards must be purchased using a [Spend Authorization](#).
- All gift certificates and non-cash gifts of $1 or more must be reported to Payroll unless the study is confidential. Please forward reportable information to the SOM Business office (typically recipient name, address, amount of payment and SSN are required).
- Please include the following disclaimer at the bottom of the survey: “this income may be considered taxable income.”

## Recruiting New Faculty

The following policies apply to the recruitment of full-time (50% FTE or greater) ladder- and non-ladder track faculty. All faculty search, recruitment & post-recruitment charges mentioned below should be expensed to the appropriate Faculty Recruiting COA (not faculty seminars).

### Faculty Searches

- Faculty searches must be authorized by the Dean and Deputy Dean, and the search committee approved by the Appointments, Curriculum and Strategy (ACS) committee.
- Up to three members of a search committee can attend a conference for the purpose of recruiting, using funds from the group’s faculty recruiting budget. Covered expenses include the cost of conference fees, economy transportation, hotel at the conference rates, and meals. Additional group members may attend the conference using their own R&T funds.
- The faculty recruiting budget may be used to pay the travel expenses associated with bringing candidates to New Haven for an interview. The budget is $1,000 per person for all expenses excluding transportation. Transportation is covered but is not counted towards the budget. It is expected that only the candidate will attend the interview.
- After offers are made, candidates may return for an additional visit with a spouse or domestic partner while deciding whether to accept. The budget is $1,000 ($1,250 with a spouse/partner),
with transportation covered but not included in the amount mentioned. The Deputy Dean must grant prior approval to cover the cost of travel for additional family members or additional trips.

- Dinners should follow the guidelines for Business Meals, except that in instances where the recruit’s spouse or partner comes on the trip, his/her dinner may also be charged to the recruiting budget, raising the total number of acceptable attendees to six.

**Post-Recruitment**
Post-recruitment begins after an employment offer has been accepted. Covered post-recruitment expenses include:

- Travel expenses for one trip to New Haven for the candidate and a spouse or partner to look at housing. The budget is $1,000 ($1,250 with a spouse/partner), with transportation covered but not included in the budgeted amount.
- Candidate should pay for their own travel and request reimbursement upon starting at Yale using this form. **Do not submit in Workday.** The completed form and receipts should be sent to the Deputy Dean’s office for processing. Contact the DDO with any questions.

**Relocation to New Haven for New Faculty Hires**
SOM will pay for or reimburse faculty for their relocation expenses only when a moving budget is specified in the faculty member’s original written employment offer. Contact the Deputy Dean’s office for a copy of SOM’s current relocation policy and instructions for arranging a move.