

**POLICY FOR GENERAL FACULTY RECRUITMENT EXPENSES**  
**For Faculty Positions Employed by MFA, Inc.**  
*Effective 10/1/2000*

**Paid for by the Office of Faculty Affairs**

- Advertisements in print and accompanying web pages for up to four (4) publications including Academic Physician & Scientist. Newsprint ads (i.e. Washington Post) are placed at the department's expense.
- Travel to and from DC - this would include taxis to and from mode of transportation and airport parking where applicable. **Airline fares will be reimbursed at coach rate only. All airline reservations should be made a minimum of 14 days in advance in order to secure optimum fares. The additional cost of tickets purchased without advanced notice will be absorbed by the department.**
- Moving expenses per Faculty Handbook

*During the second visit the following expenses will be covered for the candidate and their spouse*

- Travel to and from DC - this would include taxis to and from mode of transportation and airport parking where applicable. Airline fares will be reimbursed at coach rate only. All airline reservations should be made a minimum of 14 days in advance in order to secure optimum fares. The additional cost of tickets purchased without advanced notice will be absorbed by the department.

**Paid for by recruiting department**

- All Housing and meals expenses
- All entertainment expenses, including those incurred by candidates (i.e. in-room movies)
- Advertising expenses except not covered as in above
- Rental cars / chauffeured transportation / transportation within DC Metropolitan area during interview
- Moving expenses over and above Faculty Handbook.