

### Arrangements for the Interview

Typically the campus visit lasts for one day and includes lunch and dinner with the candidate. Final arrangements for candidate interviews should be made as soon as the short list of candidates has been prepared by the search committee. This involves:

- establishing an interview schedule and itinerary for the visit;
- distributing the interview schedule and itinerary to participants in the interview; and
- making arrangements for the candidate's travel and accommodations.

### Travel Authorization and Arrangements

The recruiting department should include an estimate of the travel costs (including transportation, hotel and meals) in their Search Plan for the position. In addition, the department representative must prepare a college *Travel Approval Form* (TAF) for each candidate and in the section labeled "Purpose of Travel", clearly indicate "Candidate". By doing so, the recruiting department ensures that the candidate's travel is approved in advance of the visit and thus reimbursable. Please see *Policy Bus.003- Travel Procedures* regarding Faculty Recruitment Travel for more specific information.

### Discuss Reimbursement Arrangements with the Candidate

In most cases, the bulk of the expenses related to the interview will be covered directly (and in advance) by the college. We should explain that the candidate must pay any travel expenses not arranged to be prepaid or billed directly to the College, but will be reimbursed after the visit.

Please be reminded that:

- Candidates should be reminded to keep their boarding passes and receipts for incidental expenses.
- Candidates will be reimbursed for air travel only at the coach rate.
- Mileage for a private automobile trip will only be reimbursed at the rate of 55.5 cents per mile (as of 1/1/09) up to the cost of coach airfare for the same trip.
- Only the room and tax charges will be billed to the College. Any additional expenses must be paid by the candidate and, if appropriate, reimbursed through normal procedures.
- Taxi receipts are required whereas receipts for meals are not.



## Guidelines for Faculty Visits

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- During the campus visit, the candidate's signature and social security number should be obtained on the *Research Foundation Travel Expense Voucher and Request for Payment* so that expenses may be reimbursed in a timely manner.

### **Reimbursement of Travel Expenses**

The Provost's Office will authorize reimbursement on the basis of a properly completed *Research Foundation Travel Expense Voucher and Request for Payment* with required receipts and a copy of the Travel Approval Form.

The recruiting department will have each candidate sign a *Research Foundation Travel Expense Voucher and Request for Payment* during the interview which includes his/her social security number and the address to which the reimbursement is to be sent. Upon completion of the travel, the candidate should forward his/her return-flight boarding pass with an itemized list of expenses and required receipts back to the recruiting department.

The recruiting department will submit the completed form with all necessary receipts and a copy of the letter/email of invitation to the Provost's Office. If the invitation was verbal, a memo stating this must be included instead. The Provost's Office submits the voucher and all documentation to the Research Foundation for processing and the reimbursement check is mailed directly to the candidate by the Research Foundation.

### **Reimbursement of Faculty Members for Purchase of Meals for Candidates and Faculty Entertainment Expenses**

In order to reimburse a faculty member for purchase of meals for a candidate, the recruiting department must prepare a *Research Foundation Payment Request* made payable to the faculty member, attach receipt(s) for meal(s), and submit it to the Provost's Office. The payment must identify the faculty candidate by name and specify the date and type (breakfast, lunch, dinner) of meal and other attendees.