Information Guidelines for Reimbursement of Candidates

The Provost's Office will reimburse the expenses of three (3) candidates to come to campus for interviews. If additional candidates are required to come for interviews, prior approval needs to be granted by the Provost to reimburse their expenses.

Call Candidate and Set Up Interview Date
- Have candidate call back with information on lodging, arrival time, and transportation arrangements, or
- Fax candidate Travel Reimbursement Request form. This form may be used to provide information needed from each candidate in order to complete the travel expense voucher as well as to obtain approval for reimbursement of candidate. The information requested on this form may be obtained from candidate over the phone or mail the form to the candidate to complete and return to person responsible for completing the travel expense voucher.

Prior to the interview, complete form –

Request for Approval for Reimbursement of Travel Expenses for Candidates for Faculty and Administrative Positions

- Transportation Cost —tenure track candidate which includes $500 for transportation costs (includes plane, train, rental car, taxi, limo, and/or mileage) and $250 for incidentals (includes tolls, parking, meals and airport hotels). The candidate will be responsible for any dollar amount over the above mentioned guidelines OR if a college dean grants permission to exceed this amount for a candidate, the dean will then be responsible for the difference.
- Transportation Cost —full-time one-year-only temporary candidate which includes transportation costs (includes plane, train, rental car, taxi, limo, and/or mileage) and incidentals (includes tolls, parking, meals and airport hotels). The candidate will be responsible for any dollar amount over the above mentioned guidelines OR if a college dean grants permission to exceed this amount for a candidate, the dean will then be responsible for the difference.
- The candidates should make their own arrangements for airline or train tickets.
- Lodging – Please fill out the “Request for Overnight Accommodations for Candidates” form and send to Jill Tarner, Provost’s Office for approval.
- Meals while candidate is on campus.
  - If candidate is staying at Shippen Place, they may charge their meals to their room. Shippen Place offers a continental breakfast and one university host may join the candidate.
  - Candidates should be taken to the dining hall for meals whenever possible. Meal cards available from Student Affairs Office, x1308.
    - If the candidate is taken off campus for dinner (and they are not staying at Shippen Place), the candidate pays for their meal and is reimbursed through the travel expense voucher (receipt required). Faculty hosts will not receive reimbursement for meals nor will faculty be reimbursed for paying for candidate’s meal.

- Justification for reimbursement of candidates must include at least one of the following:
  - A job classification is in a scarce skill area.
  - The University has experienced difficulties in recruiting for a position.
  - A request for interview constitutes an attempt to meet the objectives of the University's Social Equity Plan.
  - Travel to an interview would represent financial difficulty for a candidate, regardless of job classification.
Travel Expense Voucher
- On the day of the interview have candidate sign the travel expense voucher.

Use cost center 6511200010

Send completed voucher to Jill Tarner in the Provost's Office.

IF YOU HAVE ANY QUESTIONS CONCERNING REIMBURSEMENT OF CANDIDATE'S EXPENSES, CALL JILL TARNER, EXT. 3007