

## **POLICY**

The University recognizes the importance of attracting the best candidates to fill key positions. In order to bring about a successful recruitment effort, candidates for Executive, Senior Administrative, and faculty positions who satisfy the provisions of the policy will be reimbursed for the out-of-pocket expenses they incur in connection with the interview process. Reimbursable expenses will be charged to the department budget.

## **Definition and Regulation**

The Hiring Official must obtain approval from the appropriate Vice President or Provost prior to informing individuals that reimbursement is available. In addition, the Hiring Official must assure that the below listed provisions are met.

1. Reimbursement for out of pocket expenses incurred in connection with the interview process is available only in cases where the individual is invited by the Hiring Official to attend an interview.
2. Applicants who request and are granted interviews are not eligible for reimbursement of expenses connected with their **voluntary interview**.
3. There will be no reimbursement for expenses incurred if the candidate's residence is less than 30 miles in a one-way trip from the University Campus.
4. Travel by personal automobile from distances between 30 and 200 miles in a one-way trip from the University Campus will be reimbursed at the University's mileage rate. Reimbursement for distances greater than 200 miles in a one-way trip will not exceed the cost of coach airfare.
5. Reimbursement for travel by plane, rail, bus, will be available only in the least expensive rate, e.g., coach class. Every effort should be made by the hiring official that candidate obtains tickets at earliest available date of take advantage of advance purchase discounts.
6. Reasonable taxi fares will be reimbursed for travel between airports, train or bus stations, and to/from hotel.
7. Reasonable costs of meals and hotel accommodations will be reimbursed only when the University requests overnight stays.
8. Expenses for individuals other than the candidate are normally not eligible for reimbursement.
9. Any exception to this policy must be approved by the EVP prior to discussion with the candidate.

## **PROCEDURE**

The Hiring Official will request pre- approval from the appropriate Vice President or Provost for a maximum amount of reimbursement for each candidate

The Hiring Official will communicate the maximum amount of reimbursement available to the candidate at the time the invitation is extended.

As soon as possible after the interview takes place, the candidate will provide the hiring official with paid receipts.

The Hiring Official will complete the check request process, giving the department budget account number and attaching paid receipts. The check is to be returned to the hiring official who in turn will send the check and a letter to the individual.