



**UAR NUMBER:** 316.04

**TITLE:** Reimbursement of Expenses Associated With Interviews

**ORIGINATOR(S):**

Director of Human Resources

**INITIAL ADOPTION:** 5/23/1995

**REVISION DATE(S):** 3/07/1997; 9/10/2010; 04/25/2018

**AUDIENCE: (SELECT ALL THAT APPLY)**

FACULTY     STAFF    STUDENTS    VENDORS     OTHER (SPECIFY): Candidates

**PURPOSE:**

To establish general guidelines and procedures for reimbursement of expenses incurred by candidates invited to campus for job interviews and members of the search committees associated with faculty and approved staff positions.

**SCOPE:**

Candidates invited to campus for job interviews associated with faculty and approved staff positions and search committee members.

**DESCRIPTION (INCLUDE DEFINITIONS):****CANDIDATE'S REIMBURSEMENT:**

The Office of Human Resources (OHR) will pay up front or reimburse expenses for two (2) candidate interviews for staff positions at the Director level or above and tenure-track faculty positions for each national search until initial budgeted funds are depleted. Departments and offices will be responsible for interview costs for additional candidate interviews.

**MANAGED TRAVEL PROGRAM:**

A Travel Request will be utilized and completed to secure airfare, lodging and rental cars for job candidates. These costs will be paid directly by MSU, relieving candidates of some upfront expenses for traveling to campus for interviews. All other expenses (personal vehicle mileage, food and miscellaneous expenses) will NOT be noted on the Travel Request (these will be entered on and reimbursed to the candidate using a Travel Expense Voucher).

**GUIDELINES REGARDING AIRFARE:**

The hiring department or office should initiate a Travel Request in the hiring supervisor's or committee chairperson's name ("Traveler" field). Human Resources shall be entered as the "Supervisor". In the field "Special Instructions for Supervisor or Travel Coordinator," please include: 1) the name of the search; 2) the name of the candidate; and 3) an email address for the candidate. When booking airfare, a Managed Travel Program representative will reach out to secure additional information required by the Transportation Security Administration (TSA). Any personal demographic information needed for booking purposes will be confidential to the Managed Travel Program. The flight itinerary information will be provided by a Managed Travel Program representative via email to the hiring supervisor or search chair as well as the job candidate (assuming the candidate email is provided).

**GUIDELINES REGARDING LODGING:**

If there is a need for an overnight stay, please indicate "lodging" on the Travel Request. A Managed Travel Program representative will schedule lodging, as needed, for candidate travel. In the field "Special Instructions for Supervisor or Travel Coordinator," please include: 1) the name of the search; 2) the name of the candidate; and 3) an email address for the candidate. The lodging information will be provided by a Managed Travel Program representative via email to the hiring supervisor or search chair as well as the job candidate (assuming the candidate email is provided).

**GUIDELINES REGARDING CAR RENTAL;**

If a candidate requires a rental vehicle, indicate "Enterprise Rent-A-Car" on the Travel Request. A Managed Travel Program representative will schedule a rental vehicle, as needed. In the field "Special Instructions for Supervisor or Travel Coordinator," please include; 1) the name of the search; 2) the name of the candidate; and 3) an email address for the candidate. The rental car information will be provided by a Managed Travel Program representative via email to the hiring supervisor or search chair as well as the job candidate (assuming the candidate email is provided).

**REIMBURSEMENT FOR MEALS:**

Candidates will be reimbursed for the actual cost of the meals (if receipts are provided) or at the University's per-diem rate set forth by the University's travel regulations. We will reimburse all meals at actual or per diem, but not a mixture.

Therefore, if a candidate requests reimbursement of actual, he/she will need receipts for all meals. Expenses for alcoholic beverages are not reimbursable. OHR will not reimburse search committee members for meal expenses. These expenses can be reimbursed by the department not to exceed the per-diem rate set forth by the University's travel regulations.

**OTHER EXPENSES:**

Other expenses related to interviews may be reimbursed upon recommendation of the appropriate Vice President and approval by the Director of Human Resources.

**ALTERNATIVE METHODS OF INTERVIEWING:**

Search committees shall make every effort to use alternative methods for interviewing candidates, especially if it will be extremely costly to bring a candidate to campus. Other means of interviewing may include, but are not limited to, telephone conferencing and online conferencing.

**REIMBURSEMENT PROCEDURES:**

Authorized expenses of candidates and search committee members will be paid by OHR at the conclusion of the search process. Candidates should be advised by the Chair of the Search Committee to keep a record of all expenses including mileage, meal expenses and any other expenses related to the interview. As noted above, MSU will make arrangements for airfare, rental car and lodging and will make payment for these expenses.

The hiring department or office will be responsible for preparing a Travel Expense Voucher (Travel Request also required for employees) for each candidate or search committee member requiring reimbursement. The voucher must be signed by the candidate or search committee member, the hiring supervisor, and other supervisors, as appropriate, and forwarded to OHR. OHR will assign the number of the account (Instructional or Institutional Recruiting) from which the expenses will be paid. The form will be signed by a representative in OHR and forwarded to the Office of Accounting and Financial Services. The voucher will be audited and processed for final disbursement.

**APPROVED BY:**

VICE PRESIDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROPRIATE INSTITUTIONAL REVIEW: \_\_\_\_\_ DATE: \_\_\_\_\_

PRESIDENT: \_\_\_\_\_ DATE: \_\_\_\_\_