

UAR Number: 316.03
Title: Reimbursement of Expenses Associated With Interviews
Originator: Director Office of Human Resources
Initial Adoption: 05/23/1995
Revision Dates: 03/07/1997; 09/10/2010

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 (Who Is Covered By This UAR?): Candidates invited to campus for job interviews associated with faculty and approved staff positions and search committee members.

Description: **Candidate's Reimbursement:**
The Office of Human Resources (OHR) will reimburse expenses for two candidate interviews for each search until initial budgeted funds are depleted. Departments and offices will be responsible for interview costs for additional candidate interviews.

Guidelines Regarding Airfare:

The hiring department and office should obtain an economical airline ticket for each candidate invited to campus. Travel dates and advance purchasing makes a significant difference in the cost of airline tickets. A department/office can obtain approval to purchase an airline ticket for a candidate by initiating a Travel Request in the hiring supervisor's or committee chairperson's name. A comment should be made on the request indicating the name of the candidate for whom the ticket is being purchased. The Travel Request must be approved by up line supervisors and OHR. An OHR representative will assign an account number (Instructional or Institutional Recruiting) from which the airline ticket will be paid. Then, a representative in the Office of Accounting and Budgetary Control (ABC) will issue an APO (Airline Purchase Order) number that shall be provided to the travel agency. Only travel agencies providing the University with credit arrangements can be utilized in this manner. The agency will then invoice ABC for the airline ticket and payment will be issued directly to the agency from ABC Only. Normally, the agency will issue an electronic ticket that can be obtained from the departing airport.

If an authorized agency is not utilized and if a hiring department/office allows a candidate to purchase his/her own airline ticket, reimbursement will be for the ticketed amount. As with the process of obtaining a ticket through an authorized agency, the hiring department is responsible for ensuring that the cost of the ticket is reasonable

based upon current pricing of airline tickets.

Guidelines Regarding Vehicle Travel Expenses:

Candidates and search committee members will be reimbursed mileage in accordance with the University's travel regulations. MSU employees will be reimbursed mileage expenses for picking candidates up from the airport upon arrival and for returning candidates to the airport for departure. Rental car use by candidates is discouraged because of the expense involved. If a rental car is used, the cost will be reimbursed in accordance with the University's travel regulations. Additionally, if a candidate rents a car, he/she shall rent the most economical car available. Local mileage (e.g. mileage involved when taking candidates to lunch) will not be reimbursed by OHR to MSU employees.

Guidelines Regarding Lodging:

OHR will reimburse expenses for the cost of the candidate's lodging in accordance with the University's travel regulations.

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 airfare, rental car costs, mileage, lodging, meal expenses and any other expenses related to the interview.

The hiring department or office will be responsible for preparing a Travel Expense Voucher form (Travel Request form also required for employees) for each candidate or search committee member requiring reimbursement. Each form shall 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 Budgetary Control. The voucher will be audited and processed for final disbursement.

Approved by: Wayne D. Andrews, President Date: 9/22/2010