

5.12.0 — Travel Expense for Professional and Technical Applicants Who Are Called for Interview

A candidate who is being interviewed for a faculty, professional or technical position may be reimbursed for transportation and subsistence expenses under the following conditions:

- The applicant for a professional or technical position must have been called for interview regarding a position in a classification for which it has been certified that such expenditure is necessary in order to recruit qualified persons needed by the university.
- Subsistence expense reimbursement will be in accordance with the rates for in-state/out-of-state travel as stated in section 5.07.1.
- Reimbursement for actual transportation expenses will be allowed in an amount not to exceed ground transportation to and from the nearest airport and one round trip air coach fare, plus applicable tax between the place from which the applicant was called and the place where the interview is held. However, if an applicant is called from outside the boundaries of the United States, with the exception of Hawaii and Alaska, reimbursement shall apply only to that portion of the fare for travel within the United States unless reimbursement of international travel expenses are authorized by the university president. The Vice-Chancellor, Human Resources & Operations may authorize payment of other expenses as deemed appropriate.
- Applicant is applying for a position eligible to receive such an allowance. (Eligible positions are generally permanent full-time class and rank positions: the college librarian, deans, vice presidents and senior administrative or professional positions.)

The department will be responsible for preparing a Travel Expense Claim (Std. Form 262) and obtaining the applicant's signature and necessary travel vouchers at the time of the interview. The Travel Expense Claim, the Request for Authorization for Reimbursement of On-Campus Interview Expenses form and the necessary travel vouchers will then be forwarded to Accounts Payable. After receipt of the necessary forms by Accounts Payable, the claim will be audited and a Revolving Fund check will be issued and sent to the claimant in approximately seven working days.

Departments using a direct bill vendor for hotel, airfare, or rental car, the "Request for Authorization for Reimbursement of On-Campus Interview Expenses" form should be received in Accounts Payable prior to making arrangements.

5.12.1 — Travel Expenses for Handicapped Applicants

If any applicant called for an interview has a physical handicap requiring a traveling companion, the companion may be reimbursed for travel and subsistence expenses under the rules applicable to the candidate.

5.12.2 — Travel Expenses for the Spouses of Finalists for Faculty and Senior Administrative or Professional Position

The president or designee may authorize reimbursement of transportation and subsistence expenses incurred by spouses or domestic partners who accompany candidates to final interviews for full-time faculty, senior administrative or professional positions (MPP III or IV). A spouse or domestic partner may be reimbursed for one round-trip period of travel on the same basis as the candidate. The provision is intended to support a late-stage recruitment effort with a high probability of appointment.