

Policy 701.2 – Reimbursement for Search Candidate Expenses

Date Adopted: 5/1/91
Date Revised: 6/30/09
References:

Issuing Office: Administration & Finance
Approved By:

I. POLICY

Travel expenses may be reimbursed for candidates invited to campus to interview for faculty or administrative vacancies.

II. PURPOSE

The purpose of this policy is to provide guidelines for reimbursement of travel expenses to candidates invited to campus for interviews.

III. PROCEDURES

- A. A candidate will receive a 100% reimbursement for allowable¹ expenses if no offer is made to that candidate.
- B. A candidate will receive a 100% reimbursement for allowable¹ if an offer is made and then accepted by the candidate.
- C. Exceptions to this policy may be made by the Chancellor.
- D. A candidate must submit receipts for any travel expenses for which he/she seeks reimbursement. Reimbursements will not be made to any candidate until the search process is finished and the position has been filled.

¹ Allowable expenses directly related to the on-campus interview include airfare, car rentals, overnight accommodations, and meals.

DI. AUTHORITY

V. RESPONSIBILITY

Chancellor, Vice Chancellor for Administration & Finance/Student Affairs