

ON-CAMPUS INTERVIEWS & EXPENSES GUIDELINES

Funds for the recruitment of faculty are very limited. This shortage severely limits the number of candidates we can bring to campus for interview and our ability to pay travel expenses. Rigid adherence to the following recruitment procedures is required in order to maximize the use of funds allocated for this purpose.

Candidates are not to be brought to campus or promised that travel expenses will be paid until final approval has been received from the College Dean.

The number of on-campus interviews will be limited to **two** candidates for each tenure track position. Exceptions to this limitation may be obtained for special circumstances but will be very rare. Recruitment funds are not allocated for the recruitment of temporary faculty positions.

I. Travel

A. Before issuing an invitation to the candidate to come to campus:

1. Complete On-Campus Interview Request Form (available from Office of Faculty Affairs web page).
2. Secure approval of the Department Chair and the College Dean.
3. Dean's Office obtains Travel Approval Number from Travel Coordinator, Eleanor Carpenter in Accounts Payable.
4. Contact candidate

B. Air travel shall be at the "economy" rate from the point of origin to Sacramento, Modesto, or San Francisco. The Department shall consult the candidate as far in advance as possible in order to obtain the best airfare (at least 7 days - if not, fares have become prohibitive). **Note: If the applicant is from outside the U.S., payment will apply only to that portion of the fare for travel within the United States.**

C. Reimbursement can be allowed for travel from the candidate's home to and from the airport at the standard rate (currently 55.0 cents per mile).

D. Travel to the campus by auto is reimbursed at the standard state rate.

E. If airlines charge extra for travel from San Francisco/Sacramento to Modesto, consider the following:

1. Car rentals - Economy car: Use Enterprise Rent-A-Car which is billed direct to the University. Check CSUS travel regulations.
2. The recruiting department makes arrangements for the pick up of candidates at the airport.

F. 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.

II. Food and Lodging

A. Normally, candidates will be housed at the Turlock Holiday Inn Express. More expensive accommodations must be approved in advance by the Dean. Reservations should be made by the sponsoring Search Committee prior to the arrival of the candidate on campus. Limit the number of nights of lodging to two nights. The University rate for a single room is \$109.00. **In order to get this rate with no tax a "Hotel/Motel Transient Occupancy Tax Waiver Exemption Certificate for State Agencies" should be filled out and faxed to the hotel at 664-9998.**

- B. Rooms at the Holiday Inn Express are billed direct to the University, and the Travel Desk will forward to the appropriate Dean for signature approval before payment is made. **Candidates will not be reimbursed for long-distance phone calls, laundry, bar bills, etc., charged to their motel rooms.** Candidates should be advised of this before checking in. The Holiday Inn Express has been advised of this policy and will request payment from the candidates for such charges.
- C. If lodging is unavailable at the Turlock Holiday Inn Express, another alternative would be the Courtyard Marriott on Sisk Road in Modesto.
- D. If a candidate is accompanied by a spouse or companion(s), **we will reimburse food and lodging expenses for the candidate only.** Candidates should be informed of this prior to their visit.
- E. Recruitment funds will *only* provide reimbursements for meals under the following conditions:
 - 1. For all meals, the maximum allowance will be the state rate:
 Breakfast, \$10.00 Lunch, \$15.00 Dinner, \$25.00
 - 2. Entertainment expenses (including the purchase of alcoholic beverages) cannot be reimbursed.
 - 3. To secure reimbursement, you *must* submit an *original* receipt from the restaurant. This receipt *must* list the *specific food* that was ordered. Non-itemized receipts (e.g., credit card slips, etc.) will *not be accepted.*

III. Travel Claims and Reimbursement Procedures

- A. Prepare the necessary paper work to cover the various expenses and submit to the College Dean.
 - Expenses being reimbursed to the candidate should be placed on a Travel Claim form.
 - Expenses pertaining to chair, VP, or Search committee members taking candidates to breakfast, lunch or dinner should be taped to the On-Campus Interview Receipt form with account number, candidate name and OI number along with those who attended the function.
 - Mileage taking the candidate back and forth to airport needs to come on a travel claim with candidate name and OI number.
- B. Candidate Reimbursements
 Prepare and submit to the College Dean a packet containing all payment/reimbursement requests for each of the candidates, including the following:
 - 1. Travel Expense Claim Form - Department Chair prepares claim form in the same manner as for regular employees. List *only* the items for which the candidate will be reimbursed.
 - 2. **Obtain signature of the candidate (while candidate is on campus).**
 - 3. Attach all original receipts.
 - 4. Lodging – *Only* if the candidate paid for the room. If the billing from the Holiday Inn Express was charged to the College, do not include it, billing will be sent to College Dean's Office by the Travel Coordinator.
- C. Committee Reimbursements
 Meal Expenses – Attach original receipts to the On-Campus Interview Receipt form that list the food ordered, candidate name, OI number, others attending along with account number. No alcohol will be reimbursed on a state account.
- D. The College Dean's Office will obtain the necessary signatures and forward the packet to the Travel Coordinator in Accounts Payable for payment.
- E. Upon receiving any receipts or travel claims, the Travel Desk will issue a check within 10 working days from the day it is received in the office.

Any questions not covered above or for more clarification please call Eleanor Carpenter, Travel Coordinator 667-3983.