

ON-CAMPUS INTERVIEWS & EXPENSES GUIDELINES

Procedures for On-Campus Interviews expenses either non-academic or academic will follow the same guidelines.

Funds for the recruitment 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 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 *the Travel Desk* is notified and an OI number has been assigned.

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 found on the Travel web site.
<http://www.csustan.edu/FinancialServices/Travel/>
2. Secure approval of the Chair of the Department Chair and the College Dean, and the Provost.
3. Department Contact: Obtains the Travel Approval Number from Travel Coordinator, Eleanor Carpenter in Financial Services Office.
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 .50 cents per mile).

D. Employees providing transportation for a candidate to and from the airport are not required to submit a travel request. A travel claim may be submitted for reimbursement for mileage please includes candidate name and OI number.

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

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

1. Car rentals – our contract is with Enterprise rent-a-car use only. Economy car: Charge via credit card/or may be direct billed. To obtain the state rate use DB30S05 which will direct bill the Travel Desk. Enterprise rent-a-car has an on-line service www.enterprise.com. The pass CSU.

G. 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 or the Fairfield Inn. Reservations should be made by the sponsoring Search Committee prior to the arrival of the candidate on campus. The University rate for a single room is \$ 84./89.00. **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 Holiday Inn @ 664-9998 or the Fairfield Inn @ 668-3833**
- B. Rooms at the Holiday Inn Express/Fairfield Inn are to be charged to Financial Services using the OI number and providing the tax exempt form. Candidates should be advised they will need to provide a credit card for any miscellaneous charges since we only cover room charge. The Holiday Inn Express/Fairfield Inn has been advised of this policy and will request payment from the candidates for such charges. **We will not reimburse candidates for long-distance phone calls, laundry, bar bills, etc., charged to their motel rooms. (A nice breakfast is included with the room at Holiday Inn Express and the Fairfield Inn).**
- C. 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.
- D. Recruitment funds will **only provide** reimbursements for meals under the following conditions:
 - 1. For all meals, the maximum allowance will be the state rate of \$55 a day. Original receipts must be provided stating what you ate and drank.
 - 2. Entertainment expenses (include 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 and drank. Non-itemized receipts (e.g., credit card slips, etc.) will **not be accepted**.

III. Travel Claims and Reimbursement Procedures

- A. 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 on the items for which the candidate will be reimbursed. **Obtain signature of the candidate (while candidate is on campus).**
 - 2. **Meal Expenses – Attach original receipts that list the food ordered for meals.**
 - 3. **Lodging** –*Only* if the candidate paid for the room. If the billing from the Holiday Inn Express or the Fairfield Inn was charged to the College, do not include it, billing will be sent to College Dean’s Office by the Travel Coordinator.
- B. The College Dean’s Office will obtain the necessary signatures and forward the packet to the Travel Coordinator in Financial Service for payment.

Any questions not covered above or for more clarification please call Eleanor Carpenter, Travel Coordinator 667-3983 or email me at ECarpenter@csustan.edu