

## **ON-CAMPUS INTERVIEWS & EXPENSES INSTRUCTIONS**

Candidates are not to be brought to campus or promised that travel expenses will be paid until *the travel desk* receives the On-Campus Interview Request Form and an OI number has been assigned.

### **I. Travel**

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

1. Complete On-Campus Interview Request Form.
2. Approval of the Department Chair and the College Dean must be secured before an OI number can be issued.
3. Upon receipt of the form, the Travel Desk will provide an OI number to each candidate. The OI number is to be used and referenced on all travel arrangements for the candidate, including meals.

#### **B. Air travel shall be at the “economy” rate from the point of origin to local airports. 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) locally if possible. **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 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.**

#### **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. Enterprise rent-a-car has an on-line service [www.enterprise.com](http://www.enterprise.com). Password for direct bill DB30S05 is 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. 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 \$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 Holiday Inn @ 664-9998.****

#### **B. Rooms at the Holiday Inn Express 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 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).**

- C. If lodging is unavailable at the Turlock Holiday Inn Express, another alternative would be the Courtyard Marriott on Sisk Road in Modesto. Neither place will bill the University without a (OI) *On campus interview number* given in advance.
- 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 reimbursement 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 forward to the Travel Desk for payment.
  - Expenses being reimbursed to candidate should be placed on a Travel Claim form.
  - Expenses pertaining to chair, VP, or Search committee members taking individuals 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 attending the function.
  - Mileage taking individual 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 Travel desk 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.
  - 2. **Signature of the candidate should be obtained while candidate is on campus.**
  - 3. Attach all original receipts.
- C. Committee Reimbursements
  - 1. 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. 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 our office.

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