

## ***Interview Candidate Travel – Information for Search & Screen Committees***

The Dean or non-college Department head must approve in advance the reimbursement of travel expenses related to candidate interviews for staff or faculty positions.

Consideration for partial reimbursement is permitted, but the same consideration must be given to all candidates.

It is preferable for the University to arrange and direct pay most expenses for travel of an interview candidate. When that is not possible, the candidate should be informed of the travel policies in advance to avoid incurring expenses that cannot be reimbursed. A document, the [Visitor's Travel Guide](#), is available on the UW TravelWise website and should be sent to the candidate in advance of their trip to UW Oshkosh.

Some direction for typical travel items:

**Airfare, Hotel, and Vehicle Rental**– The department or search and screen committee should request reservation services from the UW Oshkosh travel office. The [UW Oshkosh Travel Reservations Request](#) form must be completed and emailed to [travel@uwosh.edu](mailto:travel@uwosh.edu). If the candidate has unique requirements, the department or search and screen chair should speak with the candidate first to verify what will be allowed. The requirements should then be communicated to the travel office on the request form.

*(Airfare and Hotel will be paid with the Travel Office card and reallocated to the account given on the reservation request form. Vehicle rental will need to be paid by the candidate).*

**Airfare** - If the department or committee has preferences for location of arrival due to arranging for staff to pick up and drop off the candidate, this should be specified in the reservation request form. Depending on the intended assistance to the candidate, a car rental may not be needed. The department or committee may want to consider having the interview candidate picked up at the airport or hotel by a staff member and using this time as an opportunity for discussion. This may be a less costly option than a rental car, and provide a more personalized touch to the candidate.

**Hotel** – Per university policy the lodging costs are limited to the rate for a *single/standard room* per university business traveler. To book a room, please contact The Best Western Premier Waterfront Hotel at (920) 230-1900. You will need to give the department name that you want charged for this room and we will receive a bill about a month later. The person making the reservations will get an emailed copy of the bill and will need to process a DPR for payment. If no room is available at the single/stander room rate then other accommodations will need to be made. Other hotels that will direct bill us are the Hawthorn Suites (920) 303-1133 and the Holiday Inn Express (920) 303-1300.

We do not pay for movies, meals, etc as part of the hotel cost, so the candidate should be made aware of this and pay for these costs separately.

**Vehicle Rental** – If a rental vehicle is needed we will book that vehicle using the Big10 Contract with Enterprise. Rentals are limited to compact/standard/intermediate vehicle classes unless there are business needs that require larger classes of vehicles. Payment is due upon the return of the vehicle and must be paid with a charge card in the driver’s name. Drivers are responsible for refueling vehicles prior to return with the same level of fuel that they received at time of rental. Reimbursement will need to be made to the candidate for the vehicle rental and gas.

*The department and the candidate will receive receipts and documentation for arrangements made.*

**Mileage** – If the candidate prefers to drive his/her personal vehicle rather than travel by air, and the cost of mileage round trip is less than a coach fare airline ticket from the candidate’s home, mileage is allowable from candidate’s home to Oshkosh and return. Mileage claimed should be address to address, so personal miles should not be claimed. The candidate will not be paid for gas or other car related expenses, as this is included in the mileage rate.

**Meals** – The same per diems for meals apply for candidates as those for traveling UW employees. Meals hosted by others are “provided meals” and will reduce the per diem to be paid to the candidate.

Hosting - If the candidate’s meal is being sponsored by a department, in that a host is taking the candidate for the meal, the meal must follow the requirements of the sponsored event policy. The employee hosting the meal should be familiar with area restaurants or university dining options so as to keep the meal within the rates permitted, as excess costs cannot be reimbursed. The host will submit an E-reimbursement form for the hosting activity, and indicate that they are **hosting** this meal for the candidate. Documentation for the cost of the meal must include names of those in attendance for the meal, and an **itemized** receipt for the meal. Please remember that alcohol is non reimbursable.

Maximum rates by meal expense type are:

Breakfast	\$12
Lunch	\$18
Dinner	\$30
Refreshments/Break	\$10

Maximum rates are based on actual expenses incurred and are **inclusive of standard gratuity or required service charges up to 20% and any tax**. Wisconsin tax exemption must be obtained. Any purchases of food, beverages or related costs **must be documented with an itemized receipt from the supplier** and other supporting documentation as specified in this policy. Credit card receipts alone will not suffice for University payment.

A daily agenda/schedule for the candidate’s interview should be prepared as a source of information for the travel reservation request, for the TERs for those serving as hosts, and for the candidate for any costs incurred. Additionally, this provides the candidate with an easy to follow

timeline and the names of people meeting with the candidate for easy reference. Typically the agenda should include:

- Candidate name
- Interview date
- Department
- Position being interviewed for
- Hotel name and confirmation #
- Rental car company reservation (if applicable)
- If being picked up at airport, name of employee picking up
- Agenda of meetings throughout the day
- Host for specific meals – include the employee name and the word “Host”
- If being returned to airport – name of employee returning

A [Non-Employee Request Form](#) will need to be filled out and sent to the travel office when a candidate will need to be reimbursed for their travels.

Any questions about interview candidate travel should be directed to the travel office – 424-0837 or [travel@uwosh.edu](mailto:travel@uwosh.edu)