



# Interview Candidates

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## Interview Candidate Travel

When bringing candidates on campus, there are several things to be aware of to ensure everyone gets reimbursed, including the candidates.

### 1. Reimbursing the Candidate

- a. For Travel (Include position description and candidate schedule with all other supporting documents)
  - i. Flight
    1. Paid for with a University ProTravel Card
      - a. Flights must be booked through the UW Travel Program (Self-service through [Concur](#), or [contact an agent](#))
      - b. This should be reconciled on a separate TER by the cardholder
    2. Paid for by the Candidate
      - a. Flights must be booked through the UW Travel Program (Self-service through [Concur](#), or [contact an agent](#))
      - b. Complete the [Non-Employee Profile Set-Up form](#)
      - c. Complete an e-Reimbursement for the candidate, selecting the 'Airfare' expense type
        - i. [Attach copy of flight e-invoice](#)
  - ii. Vehicle Rental
    1. Paid for with a University ProTravel Card
      - a. Vehicle rental must be booked using state contracts ([Big Ten Contract through Enterprise or National](#))
      - b. This should be reconciled on a separate TER by the cardholder
    2. Paid for by the Candidate
      - a. Vehicle rental must be booked using state contracts
      - b. Complete the [Non-Employee Profile Set-Up form](#)
      - c. Complete an e-Reimbursement for the candidate, selecting the 'Vehicle Rental' expense type.
        - i. Attach vehicle rental receipt
  - iii. Personal Vehicle
    1. Complete the [Non-Employee Profile Set-Up form](#)
    2. Complete an e-Reimbursement for the candidate, selecting and entering 'Mileage' as an expense type using the standard rate
      - a. Attach map or mileage log
- b. For Meals

- i. Day Trip Meal Allowance
  - 1. Should only be used if the candidate is here for a day only.
  - 2. The candidate should not be given a day trip meal allowance if a meal is provided, or they are not required to be here over a meal.
  
- ii. Meals and Incidentals
  - 1. Should only be used if the candidate stays overnight
  - 2. Deductions ([How to Select Per Diem Deductions](#))
    - a. The first and last day of the Meals and Incidentals expense must be marked for the first/day of travel
  - 3. Meals Provided
    - a. Any meals provided to the candidate (paid for by faculty staff) during the trip must be deducted from Meals and Incidentals
- iii. Reimbursing less than the full Meals and Incidentals amount
  - 1. If your department does not wish to reimburse the full Meals and Incidentals as a result of budget restrictions, [use the Travel Reduction](#) line to reduce the Candidate reimbursement amount
  - 2. Please note that when claiming Meals and Incidentals, no meal receipts should be included (except in cases of Hosted Meals)
- c. For lodging
  - i. Lodging incurring an expense (Hotel)
    - 1. Paid for by a ProTravel Card
      - a. Hotel reservations must be booked in compliance with the UW Travel Program
      - b. Expense should be reconciled on a separate TER by the cardholder
    - 2. Paid for by Candidate
      - a. Hotel reservations must be booked in compliance with the UW Travel Program
      - b. [Complete Non-Employee Profile Set-Up Form](#)
      - c. Complete eReimbursement for the candidate, selecting the expense type 'Lodging – Individual'
        - i. Attach folio/receipt showing the total amount paid (show a zero balance)
  - ii. Lodging where expense is not incurred (Stayed with family, etc)
    - 1. Make a note in the supporting details box

## 2. Reimbursing a faculty/staff member

- a. For Travel

- i. Most often, this will be picking up a candidate from the airport.
  - ii. Complete an e-Reimbursement form, selecting the expense type 'Mileage'
    - 1. You must be an approved driver with the Transportation Office
    - 2. Make sure to attach a copy of the position announcement, map showing your travel, and the candidate's schedule
- b. For Meals – Hosted
  - i. Verify that all aspects of the reimbursement comply with the Hosted – Meals Policy; below are some highlights of that policy, [please review the full policy here](#).
    - 1. Tips a limited to 20% of the meal cost
    - 2. Alcohol is not reimbursable
    - 3. Meal amounts must be within per diem maximums
  - ii. Complete an e-Reimbursement form, selecting Meals Hosted
    - 1. Attach a copy of the receipt, the position announcement, and the candidates schedule
    - 2. Receipt must verify food/beverage purchases were within policy (i.e. itemized receipt)