Interview Candidates

Last updated 03/20/23

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)