**Interview Candidate Travel – Info 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. Where 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 UWW.

Some guidance for typical travel items:

**Airfare, Car Rental and Hotel** - The department or search and screen committee should request reservation services from the UW System internal travel agent to book these items for the candidate. The request is made on the electronic UW Travel Reservation Request form available on the [UW TravelWISe website](https://uw.foxworldtravel.com/uw-onsite-agent/).

The agent is familiar with the required travel policies and will make reservations that satisfy them. 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 agent on the request form. The agent will contact the candidate to obtain information to assist in making arrangements. The department and the candidate will receive receipts and documentation for arrangements made.

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.

An original itemized receipt is required to support procurement card payment or travel expense report reimbursement. 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. Sales tax will be charged to the candidate if they pay the hotel directly, so booking by the department will save money.

**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 Whitewater 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 ER for reimbursement for the hosting activity, and indicate that they are **hosting** this meal for the candidate on the TER. No more than two staff will be permitted to host a meal with the candidate. Other opportunities for staff to meet the candidate should be made available during the day, so it is not necessary to meet over a meal period. Documentation for the cost of the meal must include names of those in attendance for the meal, the position being applied for by the candidate, an interview schedule showing the employees serving as hosts for the meal, and an **itemized** receipt for the meal. Sales tax will **not** be reimbursed, so be sure to provide your tax-exempt card at the time of purchase. Should other employees accompany the host and candidate to a meal, but pay for their own meal and not request reimbursement, no additional documentation is needed by the host other than that indicated above.

A daily agenda/schedule for the candidate’s interview should be prepared as a source of information for the travel reservation request, for the ERs 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

Any questions about interview candidate travel should be directed to:

Policy Questions:

Alma Ramirez, Regional Travel Manager

[aramirez@uwsa.edu](mailto:aramirez@uwsa.edu)

414-345-7553

E-Reimbursement Questions:

UW-W Travel Office

[travel@uww.edu](mailto:travel@uww.edu)

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