

Effective: July 1, 2009

Administrative Policy APPLICANT TRAVEL

Approved: September 1, 2009
President's Cabinet

Overview

The purpose of this policy is to establish University policy and procedures for applicants to obtain reimbursement of travel and interview expenses.

Objectives

This policy applies to searches for all University complement positions and is consistent with Pennsylvania State System of Higher Education (PASSHE) travel regulations. Reimbursement for applicant travel and related interview expenses is a recruitment tool which may be utilized to the extent necessary to attract the most qualified applicants.

Procedures

In the initial meeting, Human Resources will provide updated procedures. The number of candidates reimbursed per position should be held to the minimum required as determined by the appropriate Vice President and/or Dean. All job applicant travel and related interview expenses will be charged to departmental or other appropriate discretionary budgets in consultant with the Human Resources office.

Job applicants may be reimbursed for travel expenses only if travel is of greater than fifty (50) miles one way. If travel to the interview site is less than fifty (50) miles one way, all travel and related costs will be at the applicant's expense, with the exception of meals provided during the interview process. Also, with the approval of the appropriate Vice President and/or Dean, lodging expense for such candidates may be reimbursed if an overnight stay is necessitated by the interview schedule.

Reimbursement for applicant travel is subject to normal University travel regulations and the candidate will receive a copy of the travel regulations. Therefore, applicants should be informed by the search committee/interviewer that they will need to submit appropriate original itemized receipts and will not necessarily be reimbursed for all incurred expenses. Any additional departmental limitations on reimbursement for a particular position should also be communicated to applicants. Candidates are not eligible for travel advances.

All reimbursements for job applicant travel expenses must be approved in advance. Such approval is obtained through completion of the "Applicant Travel Request" form. This request should originate with the department conducting the position search. All

necessary approvals through the Vice President and/or Dean must be obtained prior to making any commitment to an applicant regarding reimbursement of travel expenses.

Actual reimbursement for travel will be made to job applicants by the Purchasing Office upon submission of a Travel Expense Voucher (signed by the applicant and approved by the Department Head or Search committee chair). In order to expedite processing the search committee/interviewer should if possible have the applicant sign the Travel Expense Voucher before departure from campus. Necessary original itemized receipts should be obtained from the applicant and attached to the voucher.

Lodging

Candidates may pay their own expenses and be reimbursed for allowable costs via submission of a Travel Expense Voucher with appropriate original itemized receipts.

Alternatively, in the interest of cost efficiency, convenience, and standardization of accommodations, the University has arranged with various hotels/motels (see Motel Listing on Purchasing web page; http://www.millersville.edu/~purchase/motel_listings.php) to provide lodging for applicants at corporate rates. Under this plan, reservations at these (and only these) hotels may be made directly by the University department.

During the summer months when Reighard Hall (formerly the Inn at Millersville) is open for overnight guests this will be the preferred hotel for visitors charged to University expense. Departments utilizing any other local accommodations for applicants must provide justification on the travel voucher.

The hotel should be provided with the applicant's name and the Applicant Travel Request number (the number on the upper right-hand corner of the Request form), and should be asked to bill the University's Purchasing Office under the corporate agreement referencing this number. The University will then be billed for the allowable room and tax charges. **Any other hotel charges such as meals and telephone calls, etc., must be paid directly by the candidate.** Departments utilizing this procedure are responsible for notifying the hotel of cancellations, and will be liable for any cancellation charges.

Airfare and other public transportation

The Purchasing Department recommends that the applicant makes his/her own travel arrangements for which they will be reimbursed through the travel voucher process. The search committee in consultation with the Human Resource office will establish a reasonable expected cost, consistent with Millersville University general travel regulations, and communicate that to the applicant as a guideline.

In that **all airline tickets are now non-refundable**, applicants should be advised that they will be responsible for the cost of cancelling an airline ticket up to the full fare price once it has been issued in their name.

With the exception of the specific hotel plans outlined above, all other hotel and transportation costs will be paid by the applicant and reimbursement will be made upon submission of a Travel Expense Voucher.

If a rental car is necessary to travel to and from the hotel, Millersville University has a contract with a local rental car company. If an applicant is driving to Millersville University, in accordance with Commonwealth policy, the least expensive mode of transportation will be reimbursed. Original itemized receipts required under normal University travel regulations for tolls, parking, etc must be attached to the travel expense voucher. It is the applicant's responsibility to get to the interview(s).

Employees may be reimbursed for allowable personal auto mileage when transporting applicants to and from motels, airports, and other public transportation, and when providing brief tours to acquaint applicants with the community and potential housing. A regular Travel Request form should be approved in advance and reimbursement will be accomplished through submission of a Travel Expense Voucher. The position and applicant's name should be indicated on these forms.

Search committee/interviewers are delegated authority by the President to be reimbursed for actual meal expenses incurred by themselves and on behalf of candidates and other interviewers if such meal is an integral part of the interview process.

Departments should utilize the University Food Service whenever possible. All meals obtained off-campus should be kept to a minimum, and a regular Travel Request for such must be approved in advance through the Dean and/or Vice Presidential level. Such expenses should be paid by the committee chairperson or other interviewer, an original itemized receipt must be obtained, and reimbursement is subsequently accomplished through submission of a Travel Expense Voucher approval by the Department Head or search committee chair identifying the position, the candidate, and all participating interviewers. Care should be taken to adjust an applicant's Travel Expense Voucher to avoid duplicate per diem reimbursement for any meals provided by the University.