

PG REVIEW COVER SHEET

It is the originator's responsibility to provide a printed or electronic copy of this cover sheet and policy draft(s) to the Office of Human Resources (Howell McDowell 301). For questions about the review process, please contact the following: Caroline Atkins or Rosslyn Davis.

Document tracking: Office of Human Resources, humanresources@moreheadstate.edu, 3-2097

ORIGINATOR INFORMATION	
Today's Date:	March 9, 2023
Contact Person:	Caroline Atkins/Rosslyn Davis
Contact Information (email, phone):	3-2097, humanresources@moreheadstate.edu
PG Title/Number:	UAR 316.04: Reimbursement of Expenses Associated with Interviews
Rationale for Review:	To clarify processes for reimbursement and to correct information that was outdated.

E.g., Is the proposed policy new or a revision?; What is prompting new/revised policy?

PG REVIEW ROUTING

Reviewers, please see attached policy for your review and signature below.

Representation <i>(if applicable)</i>	Review Comments/Recommendations	Signature/Date
Office of Human Resources	<i>Approved, with recommended edits</i>	<i>Caroline Atkins 3/9/2023</i>
Faculty Senate		
SGA		
General Counsel	<i>approved</i>	<i>Jessica [Signature] 3/9/23</i>
Vice President's Review/Discussion		
President		

INTERNAL NOTES

1. Not all reviewer categories may be required for any particular PG. The "Policy Review and Revision Process" document (housed in Human Resources) provides guidance on appropriate reviews.
2. Policy review does not have to follow the precise order listed above.
3. Representative signature does not necessarily imply approval, but rather review. Review comments or recommendations may guide the final wording or enactment of the policy. Based on review comments/recommendations, policy revisions may recirculate for additional review.
4. In consultation with the Provost, the President will review and may approve the final policy revision or may send back to the originator with additional questions. If approved at the Presidential level, the President then recommends the policy to the Board of Regents for approval. After final approval, an electronic copy is stored in the OHR M drive (including cover sheet); copy sent to the Camden-Carroll Library for archival purposes; copy sent to COMA for website revision.



UAR NUMBER: 316,05

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TITLE: Reimbursement of Expenses Associated With Interviews

ORIGINATOR(S):
Director of Human Resources

INITIAL ADOPTION: 05/23/1995

REVISION DATE(S): 3/07/1997; 9/10/2010; 04/25/2018; 1/12/2022, 7/1/2023

AUDIENCE: (SELECT ALL THAT APPLY)

FACULTY STAFF STUDENTS VENDORS OTHER
(SPECIFY): Candidates

PURPOSE:

To establish general guidelines and procedures for reimbursement of expenses incurred by candidates invited to campus for job interviews and members of the search committees associated with faculty and approved staff positions.

SCOPE:

Candidates invited to campus for job interviews associated with faculty and approved staff positions and search committee members.

DESCRIPTION (INCLUDE DEFINITIONS):

CANDIDATE'S REIMBURSEMENT ALLOWABLE EXPENSES RELATED TO SEARCHES:

The Office of Human Resources (OHR) will pay up front or reimburse expenses for two (2) candidate interviews for staff positions at the Director level or above and tenure-track faculty positions for each national search until initial budgeted funds are depleted. -Departments and offices will be responsible for interview costs for additional candidate interviews.-

MANAGED TRAVEL SERVICES PROGRAM: The Travel Policies and Procedures Manual must be reviewed prior to starting any requests for travel. The manual is managed by Travel Services in the Office of Procurement Services. A Travel Request will be utilized and completed to secure airfare, lodging and rental cars for job candidates. -While it is our preference for candidates to pay travel costs and then seek reimbursement, these costs will may be paid directly by MSU, relieving candidates of some upfront expenses for traveling to campus for interviews. -All other expenses (personal vehicle mileage, food and miscellaneous expenses) will NOT be noted on the Travel Request (these will be entered on and reimbursed to the candidate using a Travel Expense Voucher)-.

GUIDELINES REGARDING AIRFARE: ~~The hiring department or office should initiate a Travel Request in the hiring supervisor's or committee chairperson's name ("Traveler" field). Human Resources shall be entered as the "Supervisor". In the field "Special Instructions for Supervisor or Travel Coordinator," please include: 1) the name of the search; 2) the name of the candidate; and 3) an email address for the candidate. When booking airfare, a Managed Travel Program representative will reach out additional information required by the Transportation Security Administration (TSA). Any personal demographic information needed for booking purposes will be confidential to the Managed Travel Program. The flight itinerary information will be provided by a Managed Travel Program representative via email to the hiring supervisor or search chair as well as the job candidate (assuming the candidate email is provided).~~

INITIATING THE TRAVEL REQUEST: The hiring supervisor should contact the OHR to verify funds are available **before** starting a travel request. The hiring supervisor should initiate a Travel Request in the hiring supervisor's name ("Traveler" field) using the instructions provided in the Travel Policies and Procedures Manual. Human Resources shall be entered as the "Supervisor". In the field "Special Instructions for Supervisor or Travel Coordinator," please include: 1) the name of the job posting and the names of the search committee members; 2) the name of the candidate; and 3) a phone number and email address for the candidate.

GUIDELINES REGARDING AIRFARE: If there is a need for airfare, provide the necessary information as required on the Travel Request. When booking airfare, a Managed Travel Services representative may reach out to secure additional information required by the Transportation Security Administration (TSA). Any personal demographic information needed for booking purposes will be confidential to the Managed Travel Services program. The flight itinerary information will be provided by a Managed Travel Services program representative via email to the hiring supervisor as well as the job candidate (assuming the candidate's email is provided).

GUIDELINES REGARDING LODGING: If there is a need for an overnight stay, ~~please indicate "lodging" on the Travel Request provide the necessary information as required on the Travel Request. -A Managed Travel Services Pprogram representative will schedule lodging, as needed, for candidate travel. In the field "Special Instructions for Supervisor or Travel Coordinator," please include: 1) the name of~~

~~the search; 2) the name of the candidate; and 3) an email address for the candidate.~~ The lodging information will be provided by a Managed Travel Services Program representative via email to the hiring supervisor ~~or search chair~~ as well as the job candidate (assuming the candidate's email is provided).

GUIDELINES REGARDING CAR RENTAL: ~~If a candidate requires a rental vehicle, indicate "Enterprise Rent-A-Car" on the Travel Request provide the necessary information as required on the Travel Request.~~ A Managed Travel Services Program representative will schedule a rental vehicle, as needed. ~~In the field "Special Instructions for Supervisor or Travel Coordinator," please include: 1) the name of the search; 2) the name of the candidate; and 3) an email address for the candidate.~~ The rental car information will be provided by a Managed Travel Services Program representative via email to the hiring supervisor ~~or search chair~~ as well as the job candidate (assuming the candidate's email is provided).

REIMBURSEMENT FOR MEALS: ~~Candidates will be reimbursed for the actual cost of the meals (if receipts are provided) or at the University's per-diem rate set forth by the University's travel regulations. We will reimburse all meals at actual or per diem, but not a mixture. Therefore, if a candidate requests reimbursement of actual, he/she will need receipts for all meals. Expenses for alcoholic beverages are not reimbursable. OHR will not reimburse search committee members for meal expenses. These expenses can be reimbursed by the department not to exceed the per-diem rate set forth by the University's travel regulations.~~

REIMBURSEMENT FOR MEALS: Candidates will be reimbursed at the per-diem rate set forth by the University's travel regulations. Up to 3 search committee members may be reimbursed at the University's per-diem rate when interviewing a candidate for each meal sitting, either on or off campus. If funds from the OHR have been depleted, then these expenses may be reimbursed by the department at the University's per-diem rate.

OTHER EXPENSES: Other expenses related to interviews may be reimbursed upon recommendation of the appropriate Vice President and approval by the Chief Financial Officer (CFO) ~~Director of Human Resources~~.

ALTERNATIVE METHODS OF INTERVIEWING: Search committees shall make every effort to use alternative methods for interviewing candidates, especially if it will be extremely costly to bring a candidate to campus. Other means of interviewing may include, but are not limited to, telephone conferencing and online conferencing.

REIMBURSEMENT PROCEDURES: ~~At the conclusion of the search process, A~~ authorized expenses of candidates and search committee members will be paid by the OHR or by the department if funds from the OHR have been depleted at the conclusion of the search process. Candidates should be advised by the Chair of the Search Committee to keep a record of all expenses, including mileage, ~~meal expenses~~ and any other expenses related to the interview. ~~As noted above, MSU will make arrangements for airfare, rental car and lodging and will make payment for these expenses. A Form W-9, Request for Taxpayer Identification Number and Certification, must be filled out by the candidate while on campus with a handwritten signature; a digital signature will not be accepted. The Form W-9 needs to be sent to Office of Procurement Services in order for the candidate to receive a vendor ID so the University can issue payment to the candidate.~~

INITIATING THE TRAVEL REIMBURSEMENT: ~~The hiring supervisor department or office will be responsible for preparing a Travel Expense Voucher form (Travel Request also required for employees)~~

for each candidate or search committee member requiring reimbursement, using the instructions provided in the Travel Policies and Procedures Manual. The completed voucher must be signed by the candidate or search committee member, the hiring supervisor, and other supervisors, as appropriate, and forwarded to the OHR. OHR will assign the number of the account (Instructional or Institutional Recruiting) from which the expenses will be paid. The form will be signed by a representative in OHR and forwarded to the Office of Accounting and Financial Services. The voucher will be audited and processed for final disbursement. The OHR will submit a Pay Request via Self-Service using the instructions provided in the Travel Policies and Procedures Manual. A copy of the Travel Expense Voucher and approved Travel request must be attached to the pay request. Pay Requests/Travel reimbursement forms are processed in the order they are received by the Office of Accounting and Financial Services.

APPROVED BY:

VICE PRESIDENT: _____

DATE:

APPROPRIATE INSTITUTIONAL REVIEW: _____

DATE:

PRESIDENT: _____

DATE:



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DATE:

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PRESIDENT: _____

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