***TRAVEL***

Please note that we are now using the services of **Travel Guard** to assist candidates with airline and/or car rental reservations. Candidates should email their request to [BusinessTravelServices@travelguard.com](mailto:BusinessTravelServices@travelguard.com), a Travel Guard agent will respond promptly to that email request. The Human Resources Office notifies Travel Guard, in advance, of the approved candidates for interviews so that reservations may be direct-billed to the University. As an alternative transportation of candidates to/from an airport, the department may contact Toni Friot at 7777 to schedule a driver. For candidates preferring to make their own reservations, they will be reimbursed by the University.

If a candidate uses his/her own personal vehicle for travel to and from the interview, travel will be reimbursed by actual mileage at the rate of $0.50 per mile ***OR*** actual expenses ***(gas and oil)*** if accurate receipts are provided. Parking fees and tolls may also be submitted for reimbursement.

Requests for reimbursement ***(completed expense reports)*** should be submitted with appropriate receipts to the Associate Dean’s Office ***(faculty positions)*** or the Human Resources Office, Vilas G2 ***(exempt staff position)*** in a timely manner, normally within 15 business days.

***LODGING***

Whenever possible, lodging for candidates should be reserved at the Best Western University Inn in Canton. The Human Resources Office notifies Best Western, in advance, of the approved candidates for interviews so that reservations may be direct-billed to the University. Please note that the search chair or administrative assistant from the applicable department should make the reservation, as Best Western requires so. As an alternative, departments may use the Brush Alumni House (229-5925) for lodging.

Costs for a candidate’s meals during their travel for to/from an on-campus interview are reimbursed at the rate of $30 per day without receipts and $40 with receipts. The cost for two search committee members to join the candidate for each meal will also be covered. There is a $130 reimbursement limit for dinner for two search committee members and the candidate. Discretion in cost control is requested.

If a meal is arranged on campus, meal tickets can be used with the appropriate budget code and a larger number of people (i.e.: the full search committee), particularly students, can join the interviewee. The small meeting rooms at the Student Center can be a nice place for a larger group to get to know a candidate.

Requests for reimbursement ***(completed expense reports)*** should be submitted with appropriate receipts to the Associate Dean’s Office ***(faculty positions)*** or the Human Resources Office, Vilas G2 ***(exempt staff position)*** in a timely manner, normally within 15 business days.