

## **HR CANDIDATES' TRAVEL**

The following position levels are eligible for Candidates' Travel: tenure-track Faculty, Head Coach, Director, and all levels of Deans, Vice Presidents and Provosts).

### **I. PURPOSE:**

To set forth the policy and procedures for reimbursement for candidates' travel expenses from University Candidates' Travel Account.

### **II. APPLICABLE TO:**

Full-time, tenure track continuing faculty/administrative positions that are supported 100% by general revenue funds.

### **III. RESPONSIBILITY:**

1. The search committee submits the Applicant Listing Form to the Affirmative Action Equal Opportunity and Diversity Office (AAEOD) for review. The Office of Human Resource Administration approves eligibility for candidates' travel coverage for up to three applicants, and advises the search chair or department to make travel arrangements.
2. The interviewing department may recommend the use of a State-authorized agent and provide candidates with contact information, or the candidates may choose to make their own travel arrangements. It is important to advise the candidates to retain all (original) itemized invoices, including boarding passes for flights/trains, hotel receipts, and mileage records for those who drive to Kingston.
3. The University does not reimburse for taxi service, rental car, incidentals, alcohol or food/beverages while candidate is enroute to Kingston, and does not cover expenses for people traveling with the candidate.
4. The search committee is responsible for meeting and escorting candidates upon their arrival and during their stay.
5. The interviewing department must cover any additional expenses incurred beyond the maximum meal allowances (**see part V, items 6**).
6. The interviewing department must ensure that the completed Candidate's Travel Expense Form (Out-of-Pocket) and a W-9 form are signed and submitted to the HRA Office for reimbursement. Original receipts must be attached along with a typed invoice voucher.

#### IV. **POLICY:**

1. The Candidates' Travel Policy covers eligible travel expenses for a maximum of three (3) candidates. Transportation expenses (i.e., airline, train, or automobile) for approved candidates traveling to the University must be authorized in advance by the Office of Human Resource Administration.
2. Every effort should be made to use the most cost-effective means of transportation for candidates traveling from outside New England. Candidates invited from outside the United States are subject to approval by the Director of Human Resources. Candidates using personal automobiles will be reimbursed for mileage at the State's current rate. Rental vehicle costs will not be reimbursed.

#### V. **PROCEDURE:**

1. The interviewing department can recommend the use of a State authorized agent for lodging reservations or the candidates can choose to book their own accommodations. (Please see the attached list of suggested lodging accommodations.)
2. The designated State-authorized agent for airline and lodging reservations will bill the University directly, for payment. If the candidate drives a personal automobile to campus for an interview, automobile travel expenses will be reimbursed at the State's current rate.
3. The department or search committee chair person must provide the following information to the travel agency via a completed "Travel Authorization Request" (TAR) to ensure the charges are made against the University's Candidates' Travel Account:

Candidate's Name, Address, Date of Birth\*, & Contact Number,  
Search Department's Name, contact number and Search Req#

\*Please note, candidates must provide date of birth either directly to the travel agency or elect to provide their date of birth to the department or search committee chair person in order to comply with FAA regulations. In cases where the candidate chooses to make his or her own travel arrangements (air, train, automobile, and lodging), it is the responsibility of the individual to provide the department or search committee with the associated travel costs in order to enable the department to complete the proper paper work.

4. HRA will approve lodging for one night; however, if there are extenuating circumstances, a department may request an additional night. Lodging expenses will be reimbursed for the candidate only.
5. State regulations require that receipts for "approved" out-of-pocket travel expenses incurred by a candidate be itemized on the invoice voucher prepared and approved by the department.
6. Meal expenses will be charged to the Candidates' Travel Account for eligible candidates according to the following guidelines:

- a. Department must have HRA approval for candidate.
  - b. Search committee member must complete a Meal Voucher for the restaurant establishment.
  - c. If Meal Vouchers are not submitted, search committee member must pay for meal(s) and then file for reimbursement on invoice vouchers.
7. Meal expenses for the candidate and up to two members of the search committee may be charged to Candidates' Travel. The maximum amount covered is based upon the current per diem rate for breakfast, lunch and dinner.
  8. All meal expenses above the allowable per diem rate will be charged to the interviewing Department.

**VI. ELECTRONIC LISTINGS:**

HR's online recruitment system (<https://jobs.uri.edu/hr>) provides an applicant listing of the names of candidates approved for coverage under the Candidates' Travel Policy. Please note, only the search chair and committee will be able to view this listing.

**VII. MEAL VOUCHER:**

The Meal Voucher is used to cover eligible meal expenses for HR-assisted candidates when accompanied by a search committee member attending one of the listed restaurants (see attached), and may be obtained from Human Resources.

Invoice vouchers are used to reimburse candidates and/or a search committee member for approved out-of-pocket meal expenses (in the absence of Meal Vouchers).

**CANDIDATES' TRAVEL – ACCOUNT LISTING**

The following establishments have entered into agreement with URI to accommodate and accept our payment policy. Please note: The use of other establishments will require up-front payment by the interviewing department.

**TRAVEL AND SUGGESTED LODGING: (The University is Tax Exempt for Lodging\*)**

*Short's Travel.* Please contact them at [www.shortstravel.com/uri](http://www.shortstravel.com/uri) or phone 1-866-498-7436. (effective 1/1/09) to schedule airfare or train reservations.

**LODGING:** Please contact the hotel directly for scheduling reservations.

Hampton Inn, South County Commons, South Kingstown  
 Holiday Inn, Tower Hill, Wakefield  
 Radisson Airport Hotel, Warwick  
 Village Inn, Narragansett

**RESTAURANTS - (Meal Vouchers can be used for the following restaurants only):**

Richard's Pub, North Kingstown  
 Casey's Restaurant, Wakefield

The Coast Guard House, Narragansett  
University Club, Kingston – (note: tipping will be replaced with a surcharge of 18% on food and beverage sales, effective 8/15/05).

**FY2012 MEAL RATES: NOTE: PLEASE EXCLUDE ALCOHOLIC BEVERAGES FROM APPEARING ON FOOD RECEIPTS. PLEASE PAY FOR THEM SEPARATELY.**

- The maximum amount covered for breakfast expenses is \$4.00 per person (3 person limit) or a total of \$12.00 (including tips).
- The maximum amount covered for luncheon expenses is \$6.00 per person (3 person limit) or a total of \$18.00 (including tips).
- The maximum amount covered for dinner expenses is \$14.00 per person (3 person limit) or a total of \$42.00 (including tips).

**FY2010 MILEAGE RATE: \$0.51 per mile**

**\*\*The University of Rhode Island is taxed exempt - #056000522**

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