

## Candidate Reimbursement Policy

### Purpose:

Frostburg State University is committed to recruiting well-qualified candidates for faculty, professional staff, and administrative support positions, and as such, the Candidate Reimbursement Policy should be viewed as an extension of this commitment. In addition, the Candidate Reimbursement Policy provides guidelines on how the Office of Human Resources (OHR) manages the reimbursement of expenses to candidates to ensure that the process is candidate-friendly, fair, cost-effective, and practical.

### Policy:

OHR will reimburse a candidate who is invited by the Chair of the Search Committee to visit the FSU campus at Frostburg or Hagerstown, Maryland for an interview for eligible expenses incurred as a result of the interview. "Expenses" are defined as transportation, lodging, and meals as detailed in the Candidate Travel Guidelines.

### Procedures:

- Candidates are responsible for their own travel arrangements.
- No advance travel expense monies shall be paid to candidates. Candidates must pay their expenses and submit the required forms and receipts for reimbursement after completion of the on-campus interview.
- Travel must be by direct route where practical.
- It is the responsibility of the hiring official or the Chair of the Search Committee to inform candidates of the types of expenses that may be reimbursed and the required documentation before candidates visit the campus.
- The required forms and receipts must be completed and submitted to OHR promptly after the candidate's campus visit.

### Candidate Travel Guidelines:

Two forms are required for each candidate being reimbursed for travel expenses:

1. IRS W-9 Form:  
<http://www.frostburg.edu/fsu/assets/File/Administration/AP/W-9%20%208-2013.pdf>
2. Travel Expense Form:  
<http://www.frostburg.edu/fsu/assets/File/Administration/AP/PSEXPFORM%2012-2011.pdf>

The candidate must complete each form in its entirety and sign where indicated. An original signature (not faxed nor scanned and emailed) is required, per FSU Accounts Payable and State auditors.

OHR will pay the candidate for the following reimbursable expenses. Original itemized receipts must be submitted for each expenditure. An itinerary of the candidate's interview also must accompany the travel expense form.

- **Mileage** = Mileage will be reimbursed only if the candidate drove his/her personal vehicle more than 50 miles one way to FSU (proof of distance must be provided). Transportation/mileage from the candidate's home to the airport/train station is not reimbursed.

- **Air/Train** = The most reasonable coach fare should be booked as far in advance as possible.
- **Baggage** = Cost of checked baggage is the candidate's responsibility.
- **Parking** = Parking at the home airport/train station will be reimbursed only for the time period dedicated to the candidate's FSU interview.
- **Rental Car** = Cost for an economy rental car will be reimbursed to the candidate.
- **Fuel** = Fuel for a rental car will be reimbursed to the candidate (not for a personal vehicle, as mileage is reimbursed).
- **Lodging** = Other than in extreme extenuating circumstances (such as a very long travel distance or severe weather conditions), only one night of the most reasonable lodging for a standard room will be reimbursed to the candidate. When booking at area hotels, mention FSU for the lowest rates. Unless OHR has granted an exception, the cost of additional nights will be the responsibility of the candidate or the hiring department.
- **Meals** = Amount not to exceed the State per diem will be reimbursed to the candidate or a search committee member (no alcohol, max 18% gratuity) for one meal during a candidate's interview visit. OHR does not reimburse candidate meals on travel days or additional interview days. Unless OHR has granted an exception, the cost of additional meals will be the responsibility of the candidate or the hiring department. State guidelines will apply in accordance with departure and return times.

**Important Note: Unless OHR has granted a specific exception in advance due to special circumstances, any expenses not listed in these guidelines will be the responsibility of the candidate or the hiring department. This includes lodging and meals when the hiring department schedules an interview visit to span more than one day.**

These guidelines are subject to change as OHR determines to be appropriate and necessary. Questions about a specific candidate's travel should be directed to the Executive Administrative Assistant in OHR.

**Responsibility and Authority:**

Prior approval to invite candidates for interviews must be obtained from the Employment Specialist and the Director of EEO Compliance, or designee. To obtain the approval, the Chair of the Search Committee shall submit a request in writing indicating the ranking of top candidates who are eligible to be interviewed.

(Internal)