

Travel for Administrative Faculty Interviewees

HR can **assist** with travel expenses for out-of-state administrative faculty applicants coming to campus for interviews. Assistance is limited to a maximum of \$2,000 per search (not the number of positions within the search) and that amount **includes** advertising and travel. **Please work with HR before making the travel arrangements! HR will assist with the costs of airfare and hotel expenses only**; we do not cover any ground transportation, food, or extras. After the interview process has been completed, HR will provide an account index for the charges. The final receipts must also be provided to HR for the expenses charged to our account. If any expenses are to be reimbursed to the applicant, a W-9 is to be obtained and submitted with the final receipts prior to reimbursement to an applicant. Any questions regarding this process, please contact Erika Schoonmaker in HR.

- HR has a budget of \$2,000 per search (administrative faculty only) to be used for advertising, airfare and 1 night hotel. Any ground transportation, rental cars, gas, parking, meals, incidentals, are the responsibility of the hiring department. Erika Schoonmaker from HR will communicate with you about the cost of your advertising and available budget for travel before you make any reservations.
- The reservations can be made by the department and the One Card can be used for charges. The applicant can also make reservations and be reimbursed by submitting a W-9 form. If the reservation is made through Frosch, a ghost card will be charged and the dept. needs the index (210518) for Frosch to charge properly. For local hotel reservations, let the hotel agent know Mines will be paying for the charge and they will remove any taxes. Golden Hotel and Table Mountain Inn are the most frequently used locations.
- If the One Card is used, the cardholder needs to process the expenses in Chrome River through a *Travel Report*, **not** a *Procurement Report*. The index is 210518 and the account # to use is 5504 (non-employee travel).