

## THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

### TRAVEL REIMBURSEMENT FOR OTHER MEMBERS OF INTERVIEWING CANDIDATE'S HOUSEHOLD

<b><u>Number</u></b>	02.01.07
<b><u>Division</u></b>	Academic Affairs
<b><u>Date</u></b>	March 1, 2002; Reviewed/Revised September 1, 2014
<b><u>Purpose</u></b>	To formalize a standard practice for the use of institutional funds* to support travel expenses for candidates for academic vacancies and one designated guest.
<b><u>Policy</u></b>	In order to assist in the recruitment and hiring of quality candidates, the finalists for a position and one designated guest may be invited to campus for an interview. Travel reimbursement may be provided by the hiring department/college from institutional funds for the candidate invited to campus to interview for an administrative position in Academic Affairs and one guest that the candidate designates.
<b><u>Procedures</u></b>	<p>The hiring department/college should not use institutional funds to support travel expenses for more than <i>one</i> visit for the candidate invited to campus to interview for an administrative position in Academic Affairs and one designated guest of the candidate's.</p> <p>Institutional funds should not be used to fund travel expenses for a campus visit for any other members of the candidate's household for faculty positions.</p> <p>Institutional funds may not be used to support travel expenses for other members of the household of employees in Academic Affairs.</p> <p>Expenses that are incurred by recruits are not subject to intra-state per diems. Instead their meal reimbursements must be based upon actual incurred costs. Reimbursements for private car mileage must be based upon the federal mileage rates.</p> <p>*Institutional funds refer to all university accounts excluding foundation accounts.</p>

**Review**

Academic Affairs will review the policy every five years or sooner as needed.

**Approval**

*Robert W. Richter*

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Chief University Counsel

*Christina W. Curtis*

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Provost and Executive Vice President for Academic Affairs

**APPROVED:**

*Robert A. Altenkirch*

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President