

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE**

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

**Number** 02.01.07

**Division** Academic Affairs

**Date** March, 2002

**Purpose** To formalize a standard practice for the use of institutional funds\* to support travel expenses for candidates for academic vacancies and one designated guest.

**Policy** 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.

**Procedures** The hiring department/college should not use institutional funds to support travel expenses for more than *one* visit for the candidate invited to campus to interview for an administrative position in Academic Affairs and one designated guest of the candidate's.

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.

Institutional funds may not be used to support travel expenses for other members of the household of employees in Academic Affairs.

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.

\*Institutional funds refer to all university accounts excluding foundation accounts.

**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