

CANDIDATES' TRAVEL

(Tenure-Track Faculty, Head Coaches, Director level positions and above, and all levels of Deans, Vice Presidents and Provosts)

ORIGINATOR: Human Resources Administration

DATE: Revised August 2004

POLICY #82-11

I. PURPOSE:

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

II. APPLICABLE TO:

Full-time, continuing faculty/administrative positions that are supported 100% by general revenue funds. Full-time, continuing faculty/administrative positions supported in part by general revenue funds are covered on a prorated basis.

III. RESPONSIBILITY:

1. The search committee submits the Affirmative Action form "Intent to Interview" to the Affirmative Action Office (AAO) for review and approval, and then forwards to the Office of Human Resource Administration (OHRA).
2. OHRA approves eligibility for candidates' travel coverage for qualified applicants and advises the search chair or department to make travel arrangements. All travel arrangements covered by this policy must be made through the authorized travel agency. The search committee is responsible for meeting and escorting candidates upon their arrival and during their stay.
3. The interviewing department or the candidate(s) must cover any additional expenses incurred beyond the maximum meal allowance (see part V, items 6-7). Also, the State and University will not accept charges for any alcohol expenses or any long distance phone calls, or expenses incurred for other people traveling with the candidate.
4. The interviewing department must ensure that the completed Candidate's Travel Expense Form (Out-of-Pocket) is submitted to the HRA Office for reimbursement.

IV. POLICY:

1. The Candidates' Travel policy covers eligible travel expenses for a maximum of three (3) candidates. Transportation expenses (i.e., airline, train, bus, automobile) for candidates traveling to the University from outside of Rhode Island must be approved in advance on the Intent to Interview document by the Office of Human Resources Administration. Every effort should be made to use the most cost-effective means of transportation for candidates traveling from outside of New England.

Candidates using personal automobiles will be reimbursed for mileage at the current rate in effect for Rhode Island State employees. Rental vehicle expenses will not be reimbursed by the Candidates' Travel Chart String Account.

V. PROCEDURE:

1. 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.
2. The department or search committee must provide the following information to the travel agency to ensure the charges are made against the University's Candidates' Travel Chart String Account:

Candidate's Name

Log #

Search Department's Name

PS Chart String for Candidates' Travel # is 5744-100-4010-3005

The department calls HRA for approval with the tentative booking information before any commitments are made.

The department calls HRA and the State-approved travel agency ASAP when there is a cancellation on any travel, etc.

3. Accommodations for lodging will be made by the State -approved travel agency. (Please see the attached list of suggested lodging accommodations.) Normally, accommodations will be funded by the Candidates' Travel Chart String # for one night, but may be extended upon approval by HRA. Lodging expenses will be approved for the candidate only.
4. State regulations require that any receipts for any out-of-pocket travel expenses incurred by a candidate must be itemized on the Candidate's Travel Expense Form (see attachment). Invoice vouchers will be prepared in the department only for out-of-pocket expenses.
5. Meal expenses will be charged to the Candidates' Travel Chart String # for eligible candidates according to the following guidelines:
 - a. Department must have HRA approval for candidate.
 - b. Search committee member must submit Meal Voucher to establishment.
 - c. If Meal Vouchers are not submitted, search committee members must pay for meals and then file for reimbursement on invoice vouchers.
6. 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.

7. All costs above the maximum covered amounts will be charged to the interviewing Department.

VI. FORMS:

The Intent to Interview Form, documents the names of candidates approved for coverage under the Candidates' Travel policy.

The Candidate's Travel Expense Form (see attached) is to be used only if a candidate/employee has out-of pocket expenses. This form should be completed, signed by the candidate and department, and submitted to the HRA Office when the candidate has completed the interview process. The candidate must provide a social security number (for W-9 purposes), his/her home address and search log number to receive reimbursement for out-of-pocket expenses.

The Meal Voucher is used to cover eligible meal expenses for candidates and search committee members.

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

CANDIDATE'S TRAVEL EXPENSE FORM
OUT-OF-POCKET EXPENSE ACCOUNT

Interviewing Department _____ LOG# _____

Date(s) Interviewed _____

Name of Candidate _____

HOME Address _____

Social Security Number (needed for W-9) _____

TRAVEL EXPENSES:

Auto - Miles _____ at _____ per mile \$ _____
Current rate is \$0.3.75 per mile]

Other Transportation (train, bus, etc.) \$ _____
[No rental vehicles permitted]

Taxi *[Attach receipt(s)]* \$ _____

Tolls *[Attach receipt(s)]* \$ _____

Meals *[Attach itemized receipts]* \$ _____
[Current rates: Breakfast not to exceed \$4 per person or a total of \$8
(including tips). Lunch not to exceed \$6 per person or a total of \$18
(including tips). Dinner not to exceed \$14 per person or a total of \$42
(including tips).]

Miscellaneous: Not to exceed \$5 *[Attach receipt(s)]*
\$ _____

TOTAL EXPENSES \$ _____

Signature of Candidate _____

Date

Authorized Search Committee Member: _____

Date

Approved Human Resource Administration: _____

Date

- **Note: STATE OF RHODE ISLAND REGULATIONS PROHIBIT PAYMENT FOR ALCOHOL BEVERAGES.**
- **Note: FOR ACCOUNTING PURPOSES, W-9 FORM MUST ACCOMPANY ANY OUT-OF-POCKET EXPENSE REQUEST.**

CANDIDATES' TRAVEL – ACCOUNT LISTING

The following establishments have entered into agreement with URI to accommodate and accept our payment procedure. The use of other establishments should be confirmed with HRA in advance to ensure their acceptance of our payment procedures.

TRAVEL AND SUGGESTED LODGING:

The State-approved travel agency is Donovan Travel, Inc. The authorized agency will make all reservations and payment arrangements for travel and lodging. Please contact them at 1-800-274-7883, FAX: 401-766-2362.

Please consult the Travel Policy for the current state-approved travel agency which will make all reservations and payment arrangements for travel and lodging.

Crown Plaza at the Crossings, Warwick
Radisson Airport Hotel, Warwick
The Marriott, Providence
Holiday Inn, Tower Hill, Wakefield

For local lodging, please call direct if using the following establishment:

Kings Rose-Bed & Breakfast, Kingston (783-5222)
Larchwood Inn, Wakefield (783-5454)
Shelter Harbor Inn, Westerly (322-8883)
Village Inn, Narragansett (783-6767)

SUGGESTED RESTAURANTS:

America's Cup Room, Kingston - *(HRA Ram Card Needed-Please call Human Resources 4-4088) to obtain card. Ram Card must be signed out and returned the same day).*

Casa Rossi, Narragansett
Casey's Restaurant, Wakefield
Coast Guard House, Narragansett
Crowne Plaza at the Crossings, Warwick
Holiday Inn - Tower Hill Grill, Wakefield
Homestead Restaurant, Exeter

Lai Lai, Kingston
Larchwood Inn, Wakefield
LeBistro, Newport
Pier Restaurant, Newport
The Pump House Restaurant, Peace Dale
Radisson Airport Hotel, Warwick
Richard's Pub, North Kingstown
Shelter Harbor Inn, Westerly
University Club, Kingston

MEAL RATES:

- The maximum amount covered for breakfast expenses is \$4.00 per person or a total of \$8.00 (including tips).
- The maximum amount covered for luncheon expenses is \$6.00 per person or a total of \$18.00 (including tips).
- The maximum amount covered for dinner expenses is \$14.00 per person or a total of \$42.00 (including tips).

MILEAGE RATE: \$0.375 per mile