

## HR CANDIDATES' TRAVEL

The following position levels are eligible for Candidates' Travel – **Non-Classified Professional Staff Positions**: Head Coach, Director, and all levels of Deans, Vice Presidents, and Provosts.

### I. **PURPOSE:**

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

### II. **APPLICABLE TO:**

Full-time Administrative positions that are supported 100% by general revenue funds.

### III. **RESPONSIBILITY:**

1. The Office of Human Resource Administration approves eligibility for candidates' travel coverage for up to three applicants and advises the search chair or department to make travel arrangements. **(Please note: Human Resources will not provide additional travel coverage if a search for the same position is conducted within the same calendar year.)**
2. The interviewing department may recommend the use of the State-authorized travel agent of Direct Travel and provide candidates with contact information, or the candidates may choose to make their own travel arrangements. It is important to advise the candidates to retain all (original) itemized invoices, including boarding passes for flights/trains, hotel receipts, and mileage records for those who use their own personal vehicle to drive to the Kingston campus.
3. The University does not reimburse for taxi service, rental car, incidentals, alcohol, or food/beverages while candidate is enroute to Kingston campus and does not cover expenses for people traveling with the candidate.
4. The search committee is responsible for meeting and escorting candidates upon their arrival and during their stay.
5. The interviewing department must cover any additional expenses incurred beyond the maximum meal allowances for candidates **(see part V, items 6)**.
6. The interviewing department must ensure that the completed Candidate's Travel Expense Form (Out-of-Pocket) and a W-9 form are signed and submitted to the HRA Office for reimbursement. Original receipts must be attached along with a completed invoice voucher.

#### IV. POLICY:

1. The Candidates' Travel Policy covers eligible travel expenses for a maximum of three (3) candidates. Transportation expenses (i.e., airline, train, or automobile) for approved candidates traveling to the University must be authorized in advance by the Office of Human Resource Administration.
2. Every effort should be made to use the most cost-effective means of transportation for candidates traveling from outside New England. Candidates invited from outside the United States are subject to approval by the Director of Human Resources. Candidates using personal automobiles will be reimbursed for mileage at the State's current mileage rate as of January 1, 2023 - \$.655  
**Rental vehicle costs will NOT be reimbursed.**

#### V. PROCEDURE:

1. The interviewing department can recommend the use of a State authorized agent for lodging reservations, or the candidates can choose to book their own accommodations. (Please see the attached list of suggested lodging accommodations.)
2. 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.
3. The department or search committee chairperson must provide the following information to the travel agency via a completed "Travel Authorization Request" (TAR) to ensure the charges are made against the University's Candidates' Travel Account:

Candidate's Name, Address, Date of Birth\*, & Contact Number,  
Search Department's Name, contact number and Search Posting SF#

\*Please note, candidates must provide date of birth either directly to the travel agency or elect to provide their date of birth to the department or search committee chairperson in order to comply with FAA regulations. In cases where the candidate chooses to make his or her own travel arrangements (air, train, automobile), it is the responsibility of the individual to provide the department or search committee with the associated travel costs in order to enable the department to complete the proper paperwork.

4. HRA will approve lodging for one night; however, if there are extenuating circumstances, a department may request an additional night. Lodging expenses will be reimbursed for the candidate only.

5. State regulations require that receipts for “approved” out-of-pocket travel expenses incurred by a candidate be itemized on the invoice voucher prepared and approved by the department.
6. Meal expenses will be charged to the Candidates’ Travel Account for eligible candidates according to the following guidelines:
  - a. Department must have HRA approval for candidate.
  - b. Search committee member must request an itemized guest check from the restaurant vendor to accompany the completed invoice voucher by department. **HR does not reimburse committee member(s) for out-of-pocket costs for parking or mileage.**
7. Meal expenses for the candidate and up to two members of the search committee may be charged to Candidates’ Travel only if position is 100 State funded. The maximum amount covered is based upon the current per diem rate for breakfast, lunch and dinner.
8. All meal expenses above the allowable per diem rate will be charged to the interviewing Department.

#### VI. ELECTRONIC LISTINGS:

HR’s online recruitment system (<https://jobs.uri.edu/hr>) provides an applicant listing of the names of candidates approved for coverage under the Candidates’ Travel Policy. Please note, only the search chair and committee will be able to view this listing.

#### VII. MEAL REIMBURSEMENT:

Invoice vouchers are used to reimburse a search committee member for approved out-of-pocket meal expenses when accompanying HR approved search candidate(s).

**PLEASE NOTE: THE BELOW FY2023 MEAL RATES.**

**NOTE: PLEASE EXCLUDE ALCOHOLIC BEVERAGES FROM APPEARING ON FOOD RECEIPTS.**

**PLEASE PAY FOR THEM SEPARATELY. Restaurants used for candidate interview must be paid by cash or credit card. Out-of-pocket reimbursement requests will be approved for search committee members only and must be processed by invoice voucher with attached itemized food receipt:**

- The maximum amount covered for breakfast expenses is \$4.00 per person (3 person limit (**2 committee members and 1 candidate**) or a total of \$12.00 (including tips).
- The maximum amount covered for luncheon expenses is \$6.00 per person (3 person limit, (**2 committee members and 1 candidate**) or a total of \$18.00 (including tips).
- The maximum amount covered for dinner expenses is \$14.00 per person (3 person limit (**2 committee members and 1 candidate**) or a total of \$42.00 (including tips).

**NOTE: Non committee members are excluded**

**CANDIDATES' TRAVEL – ACCOUNT LISTING**

The following establishments have entered into agreement with URI to accommodate and accept our payment policy. Please note: The use of other establishments will require up-front payment by the interviewing department.

**TRAVEL AND SUGGESTED LODGING: (The University is Tax Exempt for Lodging\*)**

**Please note: STATE APPROVED TRAVEL AGENCY effective April 2021 – Direct Travel --The State of Rhode Island's approved travel agency for flight/Train travel arrangements. Contact the Direct Travel by phone: 1-866-498-7436 or by email at: [www.dt.com](http://www.dt.com).** Candidate's date-of-birth must be provided when booking flight travel. Note: If the cost of airfare exceeds \$700 it must be pre-approved by the Director of Human Resources before booking. Please contact Gail- HR with details and job posting number #SF.

**LODGING:** Departments must contact the hotel directly for scheduling reservations (see below hotel listings). Hotel must direct bill URI departments.

**Aqua Blue, Narragansett  
Hampton Inn, South County Commons, South Kingstown  
Fairfield Inn, Tower Hill, South Kingstown  
Holiday Inn, Tower Hill, South Kingstown**

**MILEAGE RATE – effective January 1, 2023: \$0.655 per mile**

**\*\*URI Tax Exempt information: <https://web.uri.edu/controller/tax-exemption-certifications/>**

**REV – 10/2023**