

How to Arrange and Pay for Interview Candidate Travel

Dean or Division head must pre-approve reimbursement of interview expenses for candidates. Consideration may be given for partial reimbursement, but all candidates must be given the same reimbursement consideration. Complete [Pre-Approval for Reimbursement of Interview Expenses form](#).

Candidates are subject to the same UW travel policies, best practices and process standards as employees.

Arranging and Paying for Airfare

1. Candidate airfare must be arranged through the University's contracted travel agency, Fox World Travel.
2. As a host department, airfare can be pre-arranged by utilizing UW onsite service agent Debbie Talbot. Complete the [Non-Employee Travel Request Form](#) and submit the form electronically. Debbie will work with the candidate to make the arrangement that best fits the needs of the department and the candidate.
 - a. The department may use their department p-card to pay for the candidate airfare, as Host Department Card.
 - b. If the candidates pays for their own airfare, the booking must still be arranged through Fox Travel. Reimbursement for the expense must be processed through e-Reimbursement via a non-employee expense report.
 - i. Select Personal Credit Card on the request form. Debbie will collect card information directly from the candidate.

Transportation by Car

1. Candidates may travel by use of their personal vehicles if it is determined that vehicle transportation is the most appropriate mode of transportation.
2. Mileage will be reimbursed at the Standard Rate.
 - a. Gas receipt reimbursement in lieu of mileage will not be reimbursed.
3. If a rental car is deemed appropriate by the hosting department, rental car reservations can be made directly by the hosting department with the rental car company (i.e. Enterprise or National) or by utilizing the UW onsite services agent and completing the [Non-Employee Travel Request Form](#).

Lodging Reservations

1. As a host department, you may make the candidate's lodging reservation and request to be direct billed by the hotel. Direct bills should only include the room charge. Sales tax should not be charged by the hotel; a sales tax exemption certificate should be provided or on file with the hotel.

- a. Other room-related charges, such as meals, phone calls, parking, internet, etc., must be personally paid for by the candidate prior to check-out and may be claimed for reimbursement if such charges have been pre-approved.
2. If a candidate chooses to make their own lodging reservation, the candidate would then pay for the room and request reimbursement upon departure from campus. Sales tax will likely be charged to the candidate, but WILL NOT be reimbursed.
3. Lodging rate is based upon location and dates of stay. The official source of calculating lodging rates is the [UW TravelWise Calculator](#). By entering your destination and date(s) of travel into the tool, the calculator will bring back the maximum rate for that destination.
 - a. Maximum rates in the U.S. exclude taxes and fees.

Individual Meals

1. While traveling, the candidate is eligible for meal per diem allowance just as a UW employee would be eligible for meal per diem allowance. Meals & Incidental (M&IE) per diem applies to meals the candidate pays for on their own. M&IE per diem is not used for hosted meals, or meals provided by the University.
 - a. Per diem deductions apply for first and last day of travel, as well as provided/hosted meals.
 - b. Receipts are not required for claims of individual meals (Meals & Incidentals).

Hosted Meals

1. An example of a hosted meal is when candidates are taken out to breakfast, lunch or dinner with faculty or staff, and a UW employee pays for the meal.
2. Maximum rates apply by location (in-state or out-of-state) and meal expense type.

	Within Wisconsin	All Other Locations
<i>Breakfast</i>	\$12	\$15
<i>Lunch</i>	\$18	\$23
<i>Dinner</i>	\$30	\$37
<i>Refreshments/Break</i>	\$10	\$10

- a. Maximum rates are based on actual expenses incurred and are inclusive of standard gratuity or required services charged up to 20% and any tax.
 - b. Wisconsin tax exemption should be obtained.
 - i. The Wisconsin Sales Tax Exemption Certificate or Tax Exempt Travel Card should be provided/shown for each hosted meal to ensure tax exemption is obtained.
 - c. Itemized receipt from the supplier must be retained and submitted with the reimbursement claim.
3. The reimbursement claim by the UW employee must be submitted through e-Reimbursement, supported by an itemized receipt, business purpose of the expense (i.e. interview candidate schedule), list of participants and the recruitment/position posting number.

4. A 'How To' guide on how to get reimbursed for interview candidate meals has been created as a resource. The guide is available on the AP website, under Expense Reimbursement, under How Tos.

Set-up and Pay a Non-Employee

1. A 'How To' guide on [How to Set-up and Pay a Non-Employee](#) has been created as a resource. This guide applies to interview candidates. The guide is available on the AP website, under Expense Reimbursement, under How Tos.