

GUIDELINES FOR RECRUITING RELATED EXPENSES

On-Campus Interviews

1. Once candidates have been selected for on-campus interviews, hotel accommodations for each candidate should be made by contacting the Executive Assistant in the _____ mileage *or* airfare will be covered

The candidate should make travel arrangements to visit the university. They should be urged to find the lowest possible airfare. If the receipt for airfare is sent to the Executive Assistant in the _____, they can be reimbursed upon arrival on campus. If they are not reimbursed while on campus, a check will be sent to their home address shortly after their interview. Candidates receiving mileage will be reimbursed after the interview has taken place and will need to provide documentation (from GoogleMaps, Mapquest, etc.).

- 2.