

APPENDIX A: Arranging and Paying for the Campus Visit

Arrangements for the Interview

Typically, the campus visit lasts for one day and includes lunch and dinner, and sometimes breakfast, with the candidate. Final arrangements for candidate interviews should be made as soon as the short list of candidates has been prepared by the search committee. This involves:

- establishing an interview schedule and itinerary for the visit; distributing the interview schedule and itinerary to participants in the interview and department; and making arrangements for the candidates' travel and accommodations.

Travel Authorization and Arrangements

The department representative must prepare a college Travel Approval Form (TAF) for each candidate and in the section labeled "Purpose of Travel", clearly indicate "Candidate". By doing so, the recruiting department ensures that the candidate's travel is approved in advance of the visit and thus reimbursable. Please reference Policy Bus.003- Travel Procedures in the college's Policies and Procedures Compendium available through our intranet. This policy provides more specific information regarding faculty recruitment travel.

We must budget for searches in order to ensure that we are able to cover all of the associated costs and process them as quickly as possible. Each recruiting department will be provided a budget based upon the number of positions for which it has been approved. The budget must support the cost of external advertisement, local hotel accommodations, candidate travel and any faculty reimbursements for the campus visit. We encourage the use of phone interviews and technology such as Skype and Zoom to help contain the costs and support the maximum reimbursement to your selected finalists.

Discuss Reimbursement Arrangements with the Candidate

In most cases, the local accommodations for the candidate related to the interview will be covered directly by the college. Please be sure to explain that college policy requires the candidate to pay their own travel expenses and be reimbursed after the visit.

Please be reminded that:

- all hotel payments and reimbursements will be processed through the Research Foundation (RF);
- candidates should be reminded to keep their boarding passes and receipts for incidental expenses;
- candidates will be reimbursed for air travel only at the coach rate on a US carrier;
- mileage for a private automobile trip will only be reimbursed at the rate of .67 cents per mile (effective as of 2024) up to the cost of coach airfare for the same trip (see the [current IRS mileage rates](#));
- room and tax charges will be billed directly to the College. Any additional expenses must be paid by the candidate upon check-out and, if appropriate, reimbursed through normal procedures;
- taxi receipts are required whereas receipts for meals are not;
- If a credit card is used to pay any expenses, the RF will require a copy of the statement reflecting those charges as well as the candidate's name and the last four digits of the card. We recommend that candidates redact their statements for privacy and security.
- depending on the cost of the entire visit, candidates may not be eligible for full reimbursement of their out-of-pocket costs. We may only reimburse up to the amount of the per diem rates as posted at <https://www.gsa.gov/travel/plan-book/per-diem-rates>;

- depending on how the department has allocated their search budget, candidates' reimbursements may be capped as well; and
- during the campus visit, the candidate's signature should be obtained on the Research Foundation *Travel Expense Voucher and Request for Payment* so that expenses may be reimbursed in a timely manner.

Local Accommodations

The college has established accounts with two local hotels. Once you have confirmed the travel dates, you will need to contact the Office of Academic Operations so that we may secure rooms when required.

Please complete and return the *Room Request Form* to Academic Operations (AAOps@jjay.cuny.edu) as early as possible. We will need at least five business days' notice to guarantee accommodations, but of course the earlier the information is provided, the better.

Once the reservation is confirmed, we will send you an email with the confirmation information, which should be shared with the candidate.

Reimbursement of Travel Expenses

The Provost's Office will authorize reimbursement based on a properly completed Research Foundation *Travel Expense Voucher and Request for Payment* with required receipts and a copy of the Travel Approval Form.

The recruiting department will have each candidate sign a Research Foundation *Travel Expense Voucher and Request for Payment* during the visit. It should include the address to which the reimbursement is to be sent. Upon completion of the travel, the candidate should forward his/her return-flight boarding pass or a screenshot of such with an itemized list of expenses and required receipts back to the recruiting department.

The recruiting department will submit the completed form with all necessary receipts and a copy of the letter/email of invitation to AAOps@jjay.cuny.edu. If the invitation was verbal, a memo stating this must be included instead. The completed voucher and all documentation will be reviewed and submitted to the Research Foundation for processing within five (5) business days of receipt and the reimbursement check will be mailed directly to the candidate by the Research Foundation once approved.

No guarantees can be made as to how long this complete process will take, but the Office of Academic Operations will follow up on each submission regularly until payment is disbursed. If you or a candidate has not received payment within 15 business days of submitting a complete reimbursement request, please contact Associate Provost Chandler directly at kchandler@jjay.cuny.edu.

Reimbursement of Faculty Members for Purchase of Meals for Candidates and Faculty Entertainment Expenses

In order to reimburse a faculty member for purchase of meals for a candidate, the recruiting department must prepare a *Research Foundation Payment Request* made payable to the faculty member, attach receipt(s) for meal(s), and submit it to AAOps@jjay.cuny.edu.

The payment form and receipts must identify the faculty candidate by name, specify the date and type (breakfast, lunch, dinner) of meal, and list the other attendees.

Contact Us

If you have further questions about paying for these visits or the status of reimbursements once submitted, please contact AAOps@jjay.cuny.edu.