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**Employment Candidate**

**Travel Assistance Guidelines**

**Effective November 1, 2018**

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The Candidate Travel Assistance Guidelines outlined in this document pertain to candidates considered for full-time exempt positions, typically director level and above, and faculty with West Liberty University. The purpose of these guidelines is to identify consistent criteria for offering travel assistance to finalist candidates for exempt level full-time positions. No other positions are eligible for travel assistance. This is for travel assistance and may not actually cover all of the candidate’s reimbursable travel costs.

**Criteria for Offering Travel Assistance**

* The hiring division/school shall confirm with HR the funding availability to pay for the associated travel costs.
* The hiring manager shall request travel assistance authorization at the time of position requisition, by indicating travel assistance is authorized on the requisition screen in NEOGOV.
* The selected candidate must be considered a finalist for the position of interest. To be considered a finalist a preliminary first interview must be completed utilizing phone, skype or similar technology.
* Candidate must be required to travel a minimum of 250 miles or more.

**Reimbursable Expenses**

Travel assistance caps at $500 per candidate. An approved travel candidate shall be responsible for booking air travel and lodging. To ensure the best rates possible, all flights should be booked 7-14 days prior.

* Air Travel and Luggage\*
* Parking associated with air travel will be reimbursed for the minimum amount of days needed to complete the interview process. An itemized receipt for parking is required.
* Lodging
* Candidates are required to present a valid credit card upon check-in at hotels to cover non-reimbursable incidentals (refer to non-reimbursable items).
* Car Rental and Fuel
* Rental car reservations are the sole responsibility of the approved candidate. An itemized receipt is required.
* Fuel cost may also be reimbursed when traveling by rental car. All receipts must be provided with rental car receipt.
* Mileage
* Mileage will be reimbursed at the West Liberty University rate (personal vehicle only)
* Meal
* Meal expense reimbursement is limited to ACTUAL expenses for food, service, and gratuities up to and not to exceed the maximum daily rate. The current maximum daily rate is $39.00 for in-state and $50.00 for out-of-state travel. (meals only provided for individuals requiring overnight stay)
* Tolls
* Tolls for travel will be reimbursed but must be paid manually with a receipt to support detailing the payment.

**Procedures for Acquiring Reimbursement**

* To be reimbursed for travel costs, candidates shall complete all required documentation and return it to the Hiring Manager for approval who then forwards to Human Resources. Human Resources forwards to the Travel Coordinator (in the business office) within 15 business days of the interview date.
* Forms and documentations to be completed:
* W-9 (to be emailed in advance)
* Travel Settlement Form
* Receipts for all items requested for reimbursement. Unless otherwise noted, an original receipt must accompany all expenses noted on the settlement form.(All receipts shall be taped to an 8.5 x 11 sheet of white paper.)
* *Please allow a minimum of 4 – 6 weeks for reimbursement processing*.

NOTE: If the candidate does not return the reimbursement request within 15 business days of the interview date, the candidate is no longer eligible for reimbursement.

**Non-Reimbursable Items\***

* West Liberty University will not reimburse candidates for personal items lost while traveling for interviews. The ultimate responsibility for retrieving and compensating for lost baggage lies with the airlines.
* The candidate will not be reimbursed for any flight upgrades including inflight services (i.e. Wi-Fi and movies).

**Non-Reimbursable Items\***

(*But are not limited to*)

* Airline upgrade certificates
* Alcohol or mini-bar charges
* Baby-sitting and child care
* Barber, hair stylist, manicurist and other grooming costs
* Briefcases and luggage
* Clothing
* Family / partner accompanying traveler
* Frequent flyer award tickets
* Free flight, hotel or car rental coupons
* Gambling losses
* GPS
* Hotel upgrades
* Laundry or dry cleaning charges
* Massage and other spa charges
* Magazines or newspapers
* Personal aircraft or non-approved aircraft charter expenses
* Personal credit charge card fees and interest charges
* Personal entertainment including:
* Movie, videos or DVD rentals in hotel room
* Movie theatre tickets
* Earphones in flight
* Pet-boarding expenses
* Shoe shines
* Sports and Social Club (golf, country, tennis clubs) dues and memberships
* Supplemental rental automobile insurance including but not limited to:
* CDW (Collision Damage Waiver)
* LDW (Loss Damage Waiver)
* PAI (Personal Accident Insurance)
* PEC (Personal Effects Coverage)
* LIS (Liability Insurance Coverage)
* Toiletries
* Traffic, speeding and parking tickets
* Travel expenses for other individuals
* Trip or flight insurance
* Wireless internet access

Note: West Liberty University does not provide relocation or moving expense assistance.