



**Employment Candidate
Travel Assistance Guidelines
Effective January 1, 2019
Revised February 26, 2020**

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 funding availability to pay for associated travel costs with the appropriate cabinet-level administrator.
- 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 eligible for travel assistance. To be considered a finalist a preliminary interview must have been completed utilizing phone, skype or similar technology.
- To be eligible for travel assistance the candidate's travel for an in-person interview must be in excess of 250 miles each way.

Reimbursable Expenses

Maximum travel assistance is \$500 per candidate. The candidate shall be responsible for making their own travel and lodging arrangements.

- Air Travel and Luggage*
 - Parking associated with air travel may be reimbursed for the minimum amount of days needed to complete the interview process. An itemized receipt is required.
- Car Rental and Fuel
 - Rental car and fuel expenses may be reimbursed. Itemized receipts are required.

- Mileage
 - Mileage may be reimbursed at the West Liberty University rate when candidates use their personal vehicle.
- Meals
 - 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. (meal reimbursement is only provided for individuals who require an overnight stay)
- Tolls
 - Tolls may be reimbursed. Itemized receipts are required.

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 it to the appropriate cabinet-level administrator for approval. It is then forwarded 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 candidate will not be reimbursed for any flight upgrades or inflight services (i.e. Wi-Fi or movies).
- Other non-reimbursable items Include, *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
 - Overweight or extra checked 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 of any type, including but not limited to:
 - Movie, videos or DVD rentals in hotel room
 - Movie or theater 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.