

Governance & Policies

Effective : July 1, 2009

Administrative Policy APPLICANT TRAVEL POLICY

Approved : July 1, 2009
President's Executive Cabinet

Overview of Policy

Actual reimbursement for travel will be made to job applicants by the Purchasing Office upon submission of a Travel Expense Voucher (signed by the applicant and approved by the Department Head or Search committee chair). In order to expedite processing the search committee/interviewer should if possible have the applicant sign the Travel Expense Voucher before departure from campus. Necessary original itemized receipts should be obtained from the applicant and attached to the voucher.

Lodging

Candidates may pay their own expenses and be reimbursed for allowable costs via submission of a Travel Expense Voucher with appropriate original itemized receipts.

Alternatively, in the interest of cost efficiency, convenience and standardization of accommodations, the University has arranged with various hotels/motels (see [Motel Listing on Purchasing](#) web page) to provide lodging for applicants at corporate rates. Under this plan, reservations at these (and only these) hotels may be made directly by department.

During the summer months when Reighard Hall (formerly the Inn at Millersville) is open for overnight guests this will be the preferred accepted hotel for visitors charged to University expense. Departments utilizing any other local accommodations for applicants must provide justification on the travel voucher.

The hotel should be provided with the applicant's name and the Applicant Travel Request number (the number on the upper right-hand corner of the Request form), and should be asked to bill the University's Purchasing Office under the corporate agreement referencing this number. The University will then be billed for the allowable room and tax charges. Any other hotel charges such as meals and telephone calls, etc must be paid directly by the candidate. Departments utilizing this procedure are responsible for notifying the hotel of cancellations, and will be liable for any cancellation charges.

With respect to airfare or other public transportation:

The Purchasing Department recommends that the applicant makes his/her own travel

