

To: Department Faculty
From: Paul Rathouz, Chair
Date: January 16, 2015/Updated 2/24/12, 9/6/13, 1/15/15
Re: **Policy for Faculty Candidate Interview Expenses**

As we begin another round of faculty candidate interviews, I would like to remind you of the rules regarding reimbursement.

Meal expenses

When hosting a faculty candidate we are subject to the same guidelines as those for UW employees (breakfast \$8, lunch \$10, and dinner \$20). These are the maxima that can be paid out of University funds. Higher levels of expenditure can be covered out of the UW Foundation in which BMI has reserve funds. In order to provide additional flexibility, I am therefore setting higher meal maximums: \$20 per person for breakfast, \$20 for lunch, and \$55 for dinner, including at most \$10 per person for alcoholic beverages (allowable at dinner only). Any exceptions to these limits must be approved by me prior to incurring expenses.

Per campus policy, one host is allowed per interview candidate (not currently a UW employee) per meal, and that host must be a member of the Search and Screen Committee (SSC). Additional hosts and non-SSC members can be covered out of UW Foundation funds. In the interest of both the candidate's experience and the quality of the search process, I would like to ask SSC members to attend at least one meal with each candidate. Other faculty named as "active participants" in each search should be given priority at meals beyond the SSC. The *preferred* number of hosts (in addition to the candidate) without prior approval is 1 for breakfast, 1-2 for lunch, 1-3 for dinner. The *maximum allowable* number of attendees (including the candidate) without prior approval is 3 for breakfast, 4 for lunch and 4 for dinner. Please avoid dinners with only one host.

Itemized receipts for meal expenses are required (itemized receipt in addition to the credit card receipt, which usually includes the tip).

Other expenses

Airfare will be reimbursed for round trip from the candidate's home to Madison. If there are multiple destinations, a quote from their home city to Madison is needed. Original receipts are required. Candidates should be transported by their host or by cab; rental cars are not an allowable expense. Expenses for spouses are not reimbursable.

In order to avoid burdening the candidates with the bulk of these expenses, please contact Molly Mitchell (mkmitchell@biostat.wisc.edu or 5-0684) to arrange for hotel and airline tickets. All travel reimbursements shall be pursuant to University/State employee travel guidelines. For more information, see <http://www.bussvc.wisc.edu/acct/policy/ppindex.html>

For questions pertaining to travel regulations and reimbursement, please contact Gloria Brown (gbrown@biostat.wisc.edu 5-6371) **prior** to incurring expenses.

This policy applies to faculty recruitments only. Please see the "Policy for Seminar Speakers and Expenses" for information specific to those reimbursements.

xc: G. Brown, D. Burnett, M. Mitchell