



Policy for Interview Expenses

(05/2013)

Candidate Meals

As part of teaching faculty and executive-level candidate interviews at GC, HR will pay ½ of group dinners (search committee members and candidate) up to a maximum of \$100 for up to 2 final candidates. Additional candidates will need to be approved by the HR Director. Departments will be responsible to pay the rest of the meal.

HR will pay for candidates' lunches. Departments will pay for search committee lunches. If the lunch is on campus, the department should ask AVI to charge the lunch to HR.

Departments pay for refreshments for gatherings such as receptions with students, teas, etc.

Any other food expenses to be paid by HR must be approved ahead of time. The HR account number to bill the approved interview expenses is 1-10-7650-5214-0000.

Travel Expenses

HR will pay for candidate travel expenses, including airfare or mileage, food, tolls and parking. Candidates should collect receipts for all expenses and submit them to HR for reimbursement after their interview.

Whenever possible, search committee members should provide local transportation for candidates, using either a GC car or their personal vehicle. Mileage and parking receipts may be submitted to HR for reimbursement.

In the exceptional case where a rental car is needed, HR must pre-approve that expense in order for it to be covered by HR.

Lodging

HR will make reservations at the Goshen Hampton Inn for candidates and will be direct billed. HR will provide the candidate with the confirmation number.