Policy for Interview Expenses
(04/2016)

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.

In lieu of dinner expenses, HR will pay for on-campus candidate and search committee lunches.
The department should obtain a Goshen College Internal Account Charge Authorization Form
from AVI and charge the lunch to HR (Department Name – HR, Department Code to be Charged
– 7650). A copy of the authorization form will need to be submitted to HR.

Departments pay for refreshments for gatherings such as receptions with students, student
meals, 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 airline tickets or mileage, food, tolls and
parking. Candidates should collect receipts for all expenses and submit them to HR for
reimbursement after their interview. In order to book airline tickets, two weeks’ notice must be
given to HR; if two weeks’ notice is not given, the department will be responsible for half of the
airline cost.

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.