# Policy for Interview Expenses

(03/2019)

## 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 HR. This will be charged to 1-10-7650-5218-0000.

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.

## 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. The HR account number to bill the approved interview expenses is 1-10-7650-5214-0000.

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, Fairfield by Marriott or Holiday Inn Express for candidates and will be direct billed. HR will provide the candidate with the confirmation number.