

## Campus Visits for Faculty Recruiting

The following policies should be followed for arranging campus visits for faculty candidates.

### *Travel Expenses*

If the candidate will be driving to the University, the candidate will be reimbursed at the applicable mileage reimbursement rate of 55.5 cents per mile. Documentation showing the actual mileage traveled is required (mapquest or google maps).

If airfare is required, the department staff should book the flight using the University's AXO booking tool. Following completion of the candidate's visit, if there are no other reimbursements due to the candidate, send an email to [univtravel@slu.edu](mailto:univtravel@slu.edu) along with the trip number asking that the trip be closed. This should be handled by the department staff. If it is not possible, to use the AXO booking tool, the candidate can book their flight and submit the original receipt for the airline ticket (proof of payment required) along with a remit to address to the department staff for processing on a ETERV.

### *Ground Transportation*

If the candidate incurs ground transportation expenses at either end of their trip (taxi/shuttle or parking), the original receipts with proof of payment must be submitted to the department staff for processing on a ETERV.

### *Lodging Accommodations*

All guests of the University MUST stay at the Water Tower Inn or Hotel Ignacio (no exceptions).

Water Tower Inn is \$75.00 per night. Hotel Ignacio is \$155.00 per night. If you choose Hotel Ignacio for your guest, you will only be reimbursed \$75.00 per night by the College. The remainder must come from department funds.

Typically, one night of lodging is adequate for an effective interview. However, if required, a two-night stay in St. Louis is acceptable. An online requisition can be done by the department staff for the lodging expense. Scheduling a visit on Friday or Monday may allow a candidate by staying over a Saturday, opportunity to gain a feel for the city, its living environment, and housing resources, while at the same time realizing economies in the combined cost of air fare – room reservations.

### *Meals and Hospitality*

Meeting informally is a valuable way of coming to know a candidate in a more personal, social context. These occasions should be times that offer opportunity to relate to the candidate. For this purpose, the size of the party should not be large. **Ordinarily, a party of four (including the candidate) should be the norm.** *One dinner engagement with the candidate should be sufficient.* Normally, this will be at the close of the first day of interviews. If a candidate arrives in early evening without having had an opportunity for dinner, one member of the search committee might dine with her/him that day as well.

*The cost of a dinner should not exceed \$40.00 per person. A luncheon meeting each day of the interview is appropriate. In terms of economy of time, these lunches should be on or near campus. The numbers in the party, as a norm, should be **no more than four** (including the candidate) chosen to provide an opportunity for various members of the department to meet informally with the candidate during the course of her/his visit. **The cost of a luncheon should not exceed \$15.00 per person.** Additionally, a breakfast meeting the first day of the interview is appropriate. **The cost of a breakfast should not exceed \$12.00 per person.***

**Spouses of faculty should not be invited to dinners for candidates. If invited, their meals are to be at the faculty member's expense.** The University will not reimburse other forms of hospitality or entertainment a department may wish to provide a candidate. Reimbursement for meals should be requested by way of a Non-Travel Concur Expense Report. The request for reimbursement must be approved by your Department Chair and Dean of the College. The staff in your department can provide assistance in filing your expense report.