

Travel Guidelines for Search Committee Chairs
Recruitment of Full-Time Faculty and/or Directors within an Academic Department
(File updated 05/2022)

These guidelines are intended to help the chair of the search committee with the specific details of the interview process and to supplement the Employment Process Guidelines for Recruitment of Full-Time Faculty. According to University policy, the procedures listed in the Employment Process Guidelines must be strictly followed. For your review, the Employment Process Guidelines for Recruitment of Full-Time Faculty are available through WP Connect, and can be accessed at this link:

<http://wpunj.edu/dotAsset/9a91cb04-8431-4c99-b01c-b841b28f087f.pdf>

These travel guidelines are applicable *after the committee has submitted its recommendations for interviewees and has gained approval to proceed from the Dean of the College and the Director of Employment Equity and Diversity.*

After approval has been granted, the Search Committee Chair:

1. Consults with fellow search committee members to determine prospective dates for interviews.

- A. All on-campus interviews should last only one day.
- B. When possible, air travel should be booked on days when the lowest airfares are offered. While typically these days are Monday through Thursday, please check multiple options prior to making a purchase. Air travel should be booked at least 14 and preferably 21 days prior to the interview to acquire the most favorable fares.
- C. Initially, only three candidates should be brought to campus for interviews. After this initial round of interviews, if a suitable candidate has not been selected, additional candidates can be brought to campus ***only after*** securing permission from the Dean, in consultation with the Provost's Office, to determine the additional costs required for additional candidates.
- D. Committees are reminded of the University's video conferencing capability, whereby candidates may be interviewed by teleconference. Committees opting to use video conferencing should seek approval of their Dean, and in consultation with Michelle Johnson, Director of Diversity & Employment Equity, before proceeding.
(See link: <http://www.wpunj.edu/irt/bp-service/video-conferencing-services.dot>)

2. Contacts the prospective candidates to set appropriate interview times.

- A. All travel arrangements are to be made by the candidate. All candidates must be informed that travel is to be scheduled using the most economical method of travel. If, however, the candidate chooses to travel at a level that is beyond the most economical method, please advise the candidate that the University will only reimburse the most economical fare.
- B. Candidates from the region should travel by car or train. Travel by air should be restricted to candidates traveling from a distance.
- C. The University will reimburse the candidate's mileage to/from the originating airport/train station and parking lot fees. The roundtrip mileage reimbursement will be calculated at the current university rate of \$.50 per mile. Tolls will be reimbursed with original receipts or E-Z Pass statements.
- D. All expenses related to travel are reimbursed ***after*** the interview. The University will not prepay airline or rail tickets.
- E. The University will ***not*** reimburse car rental charges.

3. Once the interview has been scheduled and travel plans have been made and confirmed, hotel accommodations should be confirmed.

- A. The candidate is to be informed that he/she must advise you of their confirmed arrival and departure date and time. With this information, you should then make hotel arrangements for the candidate. The University has negotiated favorable room rates with several local hotels. To receive these favorable rates you have to email the hotel your reservation. Your email must include the candidates name, arrival and departure date, your name as the contact person, your department, and your phone extension. A reply message from the hotel will include the confirmation number for that reservation. * Has an attached eatery.

Hilton Garden Inn – Valley Road *

15 Nevins Road

Wayne, NJ 07470

973-878-1007

\$145.00 per night for a one (1) bedroom or studio room

Email reservation request to: fprice@buffalolodging.com (Fran Price)

RESIDENCE INN, MARRIOTT – Valley Road

30 Nevins Road

Wayne, NJ 07470

973-872-7100

\$145.00 per night for a one (1) bedroom or studio room

Email reservation request to: fprice@buffalolodging.com (Fran Price)

Upon arrival, the hotel may require a personal credit card from the candidate for any charges incurred which are not approved for reimbursement according to University guidelines. The University will **not** reimburse the following:

1. Long distance telephone calls
 2. In-room movies
 3. Liquor
 4. Incidentals
- B. If the candidate chooses to make her/his own accommodations, please advise the candidate that he/she will only be reimbursed the amount of the hotel room that could be obtained through WPU's negotiated hotel rates.

4. Once the hotel accommodations are confirmed, transportation to/from the airport/train station should be confirmed.

- A. Search committee members or department representatives should provide transportation for the candidate. This includes picking up and returning the candidate to/from the airport/train station and to/from the hotel and William Paterson. All travel by search committee members or department representatives will be reimbursed by the University at the current state rate of \$.50 per mile.
- B. If transportation cannot be provided by search committee members or department representatives, limited transportation service is available at the department's expense. Transportation service must be approved by the Provost's Office at least 14 days prior to the date of the interview.
- C. The University will **not** reimburse any car rental charges. If the candidate chooses to rent a car, she/he will bear full financial responsibility for it.

5. Inform the candidate and members of the search committee of the University's meal reimbursement procedure.

- A. The University will reimburse those candidates coming from a distance for meals while en route to/from the University and during their stay by submitting the original itemized restaurant receipt(s). Meal rates:
- | | |
|------------|---------------|
| Breakfast: | Up to \$10.00 |
| Lunch: | Up to \$12.00 |
| Dinner: | Up to \$28.00 |
- B. The University encourages search committee members or department representatives to convey William Paterson's hospitality by accompanying the candidates at all times.
- C. Two search committee members or department representatives may accompany the candidate to lunch at the Pioneer Restaurant/Campus Restaurant in Speert Hall, or the Valley Road Cafe at the Valley Road campus. You must contact Lissette Gonzalez, ext. 3093, at least **one week** in advance of the interview to reserve the Gold Card for use at these eateries. Three meals (the candidate and two other WPU Employees) can be charged to the Gold Card; additional faculty who join may do so at their own expense. If the Gold Card is not available, and a personal credit card or cash is used, a reimbursement for the meal should be requested using a Voucher Payment Form with the following attached: original itemized receipt(s), the names of those who participated, and the method of payment.
- D. If the search committee wishes to take the candidate off-campus for lunch, they may do so, but they will be reimbursed at the current meal rate at the Pioneer Restaurant. The reimbursement will cover two (2) committee members or department representatives and the candidate – three (3) people in total. Additional faculty attending meals may do so at their own expense.
- E. Search committee members or department representatives may accompany the candidate to an evening meal, and will receive reimbursement according to the per diem rate above. The University will only reimburse for two (2) committee members or department representatives and the candidate – three (3) people in total. Additional faculty attending meals may do so at their own expense.
- F. Original itemized receipts are required for reimbursement. Most credit card receipts are not itemized and therefore may not be used for reimbursement unless they include an itemized list of each item included in the total charge. Alcoholic beverages will not be reimbursed.

6. Prepare documentation for reimbursing the candidate.

- A. To expedite the reimbursement process, prepare a Voucher Payment Form prior to the candidate's arrival, and have the candidate sign it before leaving campus. The candidate's Social Security # is NOT needed. Just name and mailing address. If possible, the candidate should also submit original receipts for reimbursement at that time. Original itemized receipts from return travel meals and/or home airport parking or car service expenses, must be submitted within 10 days of the interview in order to be considered for reimbursement.
- B. The finished Voucher Payment Form, with the candidate's complete home mailing address affixed, the job title indicated within the *Invoice Description* box, along with all original itemized receipts attached, is to be forwarded to the Chair for review/signature, to the Dean of the College for signature, and then forwarded to the Provost's Office for final approval.
- C. Processing of the Voucher Payment Forms follows the standard University policy, with approvals within Academic Affairs and Business Services. Failure to follow these travel procedures may delay the reimbursement process.

7. Department/College Responsibility.

- A. If the department or college conducting the search makes any modifications to these guidelines, that department or college will be financially responsible for the differences in costs.

8. Travel Guidelines for Candidates.

- A. Guidelines for Candidate(s) to follow are on the next page. Please disseminate accordingly:

William Paterson University

Travel Guidelines for Candidates and Invited Guests 05/2022

These guidelines have been created for candidates who are invited to campus for a job interview and other invited guests such as program reviewers. Disseminate to each invited guest upon invitation.

1. All travel arrangements are to be made utilizing the most economical method of travel.
2. When possible, air travel should be booked on days when the lowest airfares are offered.
3. Air travel should be booked at least 14 and preferably 21 days prior to the interview to acquire the most favorable fares.
4. Mileage reimbursement is based on the William Paterson University rate of \$.50 per mile according to the start and finish address found via mapping services available online.
5. Only the candidate will be reimbursed for meals. The reimbursement rates are as follows:

Breakfast:	Up to \$10.00
Lunch:	Up to \$12.00
Dinner:	Up to \$28.00
6. Incidentals charged during hotel stays will not be reimbursed, i.e., in-room movies, liquor, laundry, etc.
7. Costs for rental cars will not be reimbursed.
8. Original itemized receipts are required for reimbursement. Most credit card receipts are not itemized and therefore may not be used for reimbursement unless they include an itemized list of each item included in the total charge.
9. Original itemized receipts from return travel meals and/or home airport parking or car service expenses, must be submitted within 10 days of the interview in order for them to be considered for reimbursement.