

Travel Arrangements for Candidates

Setting Interview Dates

The committee obtains the candidate's preferred interview dates and contacts the Dean and other key personnel to verify availability. When interview dates are finalized, the committee chair notifies LHRO and the candidate. LHRO contacts the candidate to make the appropriate travel arrangements. Once arrangements are in place, LHRO sends a letter to the candidate confirming the arrangements. LHRO forwards travel arrangements to the Library Budget Officer to process travel authorizations.

Expenses Related to Interview

The library pays for all expenses related to the interview from the time the candidate departs for the university to the time the candidate returns home, including flight, ground transportation, parking, lodging, meals, and all incidentals.

The candidate submits to LHRO receipts for all expenses incurred. LHRO completes a [Statement of Traveling Expenses](#) form, obtains the candidate's signature, and submits form and receipts to the Library Budget Officer for reimbursement.

If the candidate loses a receipt, LHRO completes the [Affidavit of Lost Receipt](#) form, obtains the candidate's signature, and submits the affidavit and the expense form to the Library Budget Officer for reimbursement.

Transportation

When air travel is used, the candidate submits to LHRO preferred flight schedules. In general, one leg of the candidate's flight should occur on a Saturday in order for the library to take advantage of discount rates for air fare. LHRO makes the flight reservations using World Wide Travel.

If the candidate travels using his/her own car, LHRO obtains visitor parking permits from the Dean's Office.

If car rental is necessary for a candidate, LHRO arranges for a car to be picked up from and returned to the airport using Hertz. Hertz will direct bill to the library. The candidate should decline extra insurance since the university will cover necessary insurance costs. The candidate pays to refuel the car upon return and submits the receipt to LHRO.

Lodging and Meals

Lodging

The candidate normally stays at the Inn at Carnall Hall because of its location. LHRO will make reservations, and a member of the search committee will be appointed to escort the candidate to and from the hotel. If meals are taken at the hotel, they are charged to the room.

Meals with Library Staff

The candidate has meals with members of the library staff, generally no more than three at each meal. The search committee shares this responsibility and invites key members of the department in which the vacancy exists, as well as other library staff. The committee should inquire whether the candidate has any special dietary restrictions at the time the interview is set up. When time is short, breakfast can be a working meal, but the candidate should be allowed to have a solitary breakfast if he or she prefers.

Transportation should be arranged to the restaurant in advance for the candidate and the library personnel. The committee member responsible for the meal will pay the bill, adding the tip, and will obtain an itemized receipt to present to the committee chair.

Alcoholic beverages should not be ordered at lunches since staff members will be returning to work for the afternoon.

All the bills for restaurant expenses during the candidate's visit should be presented to the committee chair, who will then present them to LHRO after the candidate's departure. The *names* of those present during each *meal*, the *date*, and *occasion* (breakfast, lunch, or dinner) should be clearly indicated on the [Business, Meals, Entertainment, and Gifts](#) expense form. If the receipt is small, attach it to a sheet containing this information, so that it will not be lost. Normally, reimbursement occurs within two weeks after processing.

Meals outside hotel without library staff

If meals are taken outside the hotel without a member of the library staff, the candidate pays for the meals, obtains a receipt, and submits receipts to LHRO.