



## PROCEDURES FOR BRINGING A CANDIDATE TO CAMPUS

1. Notification of procedures.
  - a. HR will meet with the Search & Screen Committee to go over these procedures at their initial meeting
  - b. Check list will be given to all front-line employees that deal with candidate logistics
2. Top two candidates will be offered an on-campus interview after Rubric (rankings) and phone interviews are complete
  - a. Exceptions: If an additional candidate is desired you will need preapproval from Human Resources.
  - b. Candidate will be invited and given specific directions on travel reimbursement
    - i. Please provide: Candidate Travel Information Sheet, hotel confirmation if needed, their Itinerary, and a DSU map and parking directions
  - c. Candidate's spouses / family are welcomed but we are not able to reimburse.
3. HOTEL
  - a. Hotel will be reserved by DSU at state rates and direct billed to the Human Resources office. Most candidates will have one overnight stay, potentially two based on travel. Reservations may be split between Madison and Sioux Falls for ease. Our three most commonly used hotels:
    - i. AmericInn – 605-256-3076
    - ii. Best Western Plus – 605-427-2110
    - iii. Aerostay – 605-335-1800
  - b. Full listing of state rate hotels:  
<https://boa.sd.gov/fleet-travel/lodging-at-staterates.aspx>
  - c. Be sure to send hotel confirmation to the candidate
4. RECEIPTS
  - a. Candidates must provide receipts that show a zero balance or that a credit card has been charged in order to be reimbursed for expenses
  - b. Receipts must be in the candidate's name
  - c. Gas receipts require price per gallon and number of gallons purchased
  - d. Meal receipts are NOT required as we pay in-state per diem
5. AIRFARE vs MILEAGE

Most cost-effective option should be taken. Airfare is approved if candidate must drive over eight hours in a day (Google Map from their home address to DSU for verification)
6. AIRFARE
  - a. Airfare should not be purchased on Expedia (or any package) unless the candidate is able to break down the cost of airfare vs car rental
  - b. Luggage fees are reimbursable with a paid receipt



- c. Upgraded seats are not allowed
  - d. International flights are not allowed. We can reimburse from a US airport only (Example: Flight from China to NYC to SF – we would reimburse the cost of a ticket from NYC to SF) Make sure you are printing a quote to confirm the cost that they would be allowed reimbursement for (same flight / same date)
7. CAR RENTAL
- a. Economy car rental is reimbursable if the department is unable to pick up the candidate from the airport
  - b. Original gas receipts can be submitted and must include price per gallon and number of gallons
8. MILEAGE
- a. Mileage is determined by using the shortest distance on Google Maps
  - b. Candidate can claim mileage or taxi to and from airport if flying
  - c. If driving use candidate's home address to DSU for mileage verification
  - d. Mileage is only paid if candidates trip is over 100 miles one way
  - e. .23 cents per mile
  - f. Gas is not reimbursed as we pay the candidate mileage
9. MEALS
- a. Candidates will be reimbursed at our in-state per diem rate for any meals not provided by the search committee
  - b. Please remind candidates that receipts are NOT required for their meals
  - c. A maximum of two members of the search committee may be reimbursed for meals while entertaining candidates
    - i. If a committee member is to be reimbursed, they need to save their receipt and turn it into HR along with a direct pay form.
    - ii. Please let HR know if you have purchased a meal for the candidate so they aren't paid per diem in addition to us purchasing their meal
    - iii. No alcohol purchases will be reimbursed
    - iv. Tips are not allowed to be reimbursed
10. CANDIDATE ITINERARY
- a. Each candidate should be given an itinerary. If you must schedule multiple campus visits on the same day please be conscious of the schedule you set for them. We would prefer them not to run into each other.
  - b. They will need to meet with HR to go over benefits and complete their Travel Detail form and W9 in order to be reimbursed. You may send the W9 electronically to speed up the process and allow them a direct deposit option.  
<https://www.irs.gov/pub/irs-pdf/fw9.pdf>