

APPLICANT INTERVIEW EXPENSE AUTHORIZATION

The following form must be completed and approved prior to making a commitment to reimburse candidates' expenses for an interview. See back of form for reimbursement information.

Position Title or Rank: _____ Search No. _____

Name of Department/Office: _____ Start date _____

Candidates recommended for interview:

Name: _____ Address: _____

Estimated Reimbursement \$ _____

Name: _____ Address: _____

Estimated Reimbursement \$ _____

Name: _____ Address: _____

Estimated Reimbursement \$ _____

Justification for reimbursement:

Search and Screen Chair Date: _____

Department Chair/Director Date: _____

AUTHORIZED BY:

Account Custodian (or Provost for Candidate Interview account) Date: _____

cc Requestor

Expenses for Candidate Interviews:

The following facts pertain to candidates being interviewed for faculty and academic staff appointments in this University:

1. The State of Wisconsin requires that a Travel Expense Report be submitted in order to claim reimbursement. Receipts are required for motel/hotel expenses. For travel, it is necessary to have the stubs from airline, railroad, or bus tickets. If travel is by private vehicle, mileage reimbursement occurs at the current UW System published rate.
2. It is not possible to pay candidates immediately after the interview. They must forward the required receipts to the Department Chair or supervisor who will process the report on the candidate's behalf.
3. A copy of this form approving the interviews must be included with each Travel Expense Report.
4. The UW System guidelines require the institution to identify the basis for determining that reimbursement is a necessary part of the recruitment process. The following should be considered in requesting and approving reimbursement:
 - a. That it is in the best interest of the state and is a necessary part of the effective recruitment process.
 - b. The prospective employee is one whose skills are in critically short supply and reimbursement is usually available from competing employers.
 - c. Labor market is very tight for the particular position. Reimbursement will be an incentive for prospective candidates to interview for the position.
 - d. All candidates will be given the same reimbursement consideration.
 - e. Other reasons unique to the department.