



## How to arrange and Pay for Interview Candidate Travel

Dean or Division head must pre-approve reimbursement of interview expenses for candidates. Consideration may be given for partial reimbursement, but all candidates must be given the same reimbursement consideration.

Candidates are subject to the same UW travel policies, best practices, and process standards as employees.

### Arranging and Paying for Airfare

1. Candidate airfare must be arranged through the University's contracted travel agency, [Travel Incorporated](#).
2. As a host department, airfare can be pre-arranged by utilizing the UW Agent Dedicated Team.
  - Options for booking Interview Candidate Travel
    - Arranger/host department contacts [Travel Incorporated](#) or books in [Concur](#) on behalf of the traveler ('book a guest' option in Concur).
    - Host Department establishes an [Administrative Group](#) – this allows a Travel Incorporated consultant to work directly with the candidate to make the arrangement that best fits the needs of the department and the candidate.
  - Options for payment
    - The department may use their department PCard to pay for the candidate airfare, as Host Department Card.
      - This can be done through the administrative group or by the host department working with Travel Inc on behalf of the candidate.
    - Candidate pays with a personal credit card.
      - This can only be done by setting up the administrative group as 'traveler to provide credit card at time of booking' option, indicating they are paying for the ticket personally.
      - Please reach out to the [UWL travel manager](#) for assistance with setting up an administrative group.

### Transportation by Car

1. Candidates may travel by use of their personal vehicles if it is determined that vehicle transportation is the most appropriate mode of transportation.
2. Mileage will be reimbursed at the Standard Rate.
  - Gas receipt reimbursement in lieu of mileage will not be reimbursed.
3. If a rental car is deemed appropriate by the hosting department, rental car reservations must be made directly by the hosting department through [Travel Incorporated](#), in [Concur](#) (using 'book a guest' option) or by utilizing the [Administrative Group](#) process.

**Note:** The traveler will be charged for this expense and an e-Reimbursement report will need to be submitted as vehicle rental companies do not allow billing to anyone but the renter for liability reasons.

## Lodging Reservations

*All contracted hotels in Concur are identified by “Most Preferred by UW System” or “Preferred by UW System” in the tagline beneath the hotel information.*

1. As a host department, you must make the candidate’s lodging reservation via [Travel Incorporated](#), in [Concur](#) (using ‘book a guest’ option) or by utilizing the [Administrative Group](#) process. You can then request to be direct billed by the hotel. Direct bills should include the room charge only. Sales tax should not be charged by the hotel; a sales tax exemption certificate should be provided or on file with the hotel.
  - Other room-related charges, such as meals, phone calls, parking, internet, etc., must be personally paid for by the candidate prior to check-out and may be claimed for reimbursement if such charges have been pre-approved.
2. Lodging rate is based upon location and dates of stay. The official source of calculating lodging rates is the [Lodging/Meal & Incidental Calculator](#). By entering your destination and date(s) of travel into the tool, the calculator will bring back the maximum rate for that destination.
  - Maximum rates in the U.S. exclude taxes and fees.

## Individual Meals

1. While traveling, the candidate is eligible for meal per diem allowance just as a UW employee would be eligible for meal per diem allowance. Meals & Incidental (M&IE) per diem applies to meals the candidate pays for on their own. M&IE per diem is not used for hosted meals, or meals provided by the University.
  - Per diem deductions apply for first and last day of travel, as well as provided/hosted meals.
  - Receipts are not required for claims of individual meals (Meals & Incidentals).

## Hosted Meals

*Please note that a [Food Expense Approval Form](#) needs to be submitted for approval prior to the event date and attached to the e-Reimbursement.*

1. An example of a hosted meal is when candidates are taken out to breakfast, lunch or dinner with faculty or staff, and a UW employee pays for the meal.
2. Maximum rates apply by location ([In-State and Out-of-State/International Rates](#)) and meal expense type.
  - Maximum rates are based on actual expenses incurred and are inclusive of standard gratuity or required services charged up to 20% and any tax.
  - Wisconsin tax exemption should be obtained.
    - The Wisconsin Sales Tax Exemption Certificate or Tax-Exempt Travel Card should be provided/shown for each hosted meal to ensure tax exemption is obtained.
  - Itemized receipt from the supplier must be retained and submitted with the reimbursement claim.
3. The reimbursement claim by the UW employee must be submitted through e-

Reimbursement, supported by an itemized receipt, business purpose of the expense (i.e. interview candidate schedule), food expense approval form, list of participants and the recruitment/position posting number.

4. A 'How To' guide on [How to get reimbursed for interview candidate meals](#) has been created as a resource. This guide is available on the Business Services web page under Expense Reimbursement then Procedures.

## Set-up and Pay a Non-Employee

1. 'How To' guide on [How to Set-up and Pay a Non-Employee](#) has been created as a resource. This guide applies to interview candidates. The guide is available on the Business Services webpage, under Expense Reimbursement then Procedures.