

Reimbursement to Faculty Applicants

Travel

See the guidelines and forms on the Travel Office web site. **The applicant should arrange for and purchase their own ticket and then be reimbursed using these forms.** The reasoning is that if they purchase the ticket, they are less likely to cancel the trip and waste your funds. If possible, ask them to use our state agent to make sure they get lowest rate (1. coach, 2. economy). If a state agent is not used, a quote will need to be provided for comparison.

Lodging

The University can only pay up to \$73/night. For all hotel reservations, a requisition will need to be created and submitted to purchasing. (Because of the on-line requisition process, you will need to use your college/department funds and work with Academic Affairs to have funds transferred to reimburse the college/department for the expense.) Purchasing will create the purchase order, reserve the room(s) and send the department a copy of the confirmation upon receipt for their records. Reservations should not be done prior to the requisition, after the event is over, or by the department. Should the departments need to find hotel availability for the specific date(s), the department can call the hotel for information.

Preferred hotels will be at a reduced rate for UCO.

In-State Candidates

Any reimbursement for travel or per diem to an in-state candidate will be at in-state rates.

Reimbursement to University Personnel for Meals during Interview Process

If the interview committee takes the candidate out for a meal, reimbursement can be made to a UCO employee from the amount allocated to the college. The following information is required:

- 1) Faculty Finalist Travel Reimbursement Worksheet (even if the candidate is not the one to be reimbursed).
- 2) Original food receipt – detailed and itemized (no alcoholic beverages or tax will be reimbursed).
- 3) A completed “Meal Expense/Reimbursement Request for Approval” form.
- 4) An “OSF Form 3” claim form.

If you are paying the candidate per diem, the candidate’s meal **must** be deducted from the reimbursement.

Organization Number and Academic Affairs Signature

Initiation, collection, and preparation of all forms, receipts, etc., will be the initial responsibility of the college. When complete, all required forms are to be forwarded to the Office of Academic Affairs for the org number, the Academic Affairs authorizing signature, and final coordination and distribution within the administration building.

Candidate Courtesy Calls to the Office of Academic Affairs

Attached are guidelines for scheduling candidate courtesy calls.

If you have any questions, please contact Laci Barrick at x3507 or Linda Sharp at x3508.