Academic Affairs Guidelines for reimbursement for candidate interviews

Candidates are reimbursed for expenses following the State of Minnesota guidelines. Meal reimbursements are up to the limits specified for members of the IFO. The cost of round-trip coach airfare (or automobile transportation, food, and lodging during the trip, up to the cost of round trip airfare) will be covered. Lodging in Bemidji, and any local transportation costs will also be covered. For candidates traveling from outside the U.S., transportation costs will be paid for actual costs, up to the cost of airfare from Bemidji to LAX or JFK, whichever is closer to the country of origin.

Note: If the candidates can be set up with a vendor code in advance of their visit, this can speed up the reimbursement process. (This requires completion of a W-9 form and Vendor ID form.) Check with your departmental administrative assistant, or the travel office for more information.

While on campus, candidates should be given a copy of the non-employee reimbursement form, along with directions as to where they can find the forms on-line. (They will also need to complete a W-9 and Vendor ID form, if that wasn’t taken care of in advance.) Candidates should also be advised that original receipts are required for reimbursement, except for meals. The completed non-employee reimbursement form, with attached receipts should be sent to the appropriate Deans Office. (Along with the W-9 and Vendor ID form, if that wasn’t taken care of in advance.)

Note: With a special expense form approved in advance by the Dean, up to four faculty members can be reimbursed at up to twice the standard rates for a meal with the candidate. Please note that a receipt detailing each person’s meal is required, so we can verify that the reimbursement fits within state guidelines.

Questions related to travel can be directed to Susan Turner.