

**ACADEMIC AND STUDENT AFFAIRS GUIDELINES FOR  
REIMBURSEMENT FOR CANDIDATE INTERVIEWS  
UPDATED – 12-7-18**

The University will make reservations and pay for lodging for candidates interviewing for candidate positions. Please check with your Dean's office for more information. We are not intending to reimburse candidates for lodging in Bemidji, so please make sure that the Dean's Office makes reservations, and not the candidate.

Candidates are reimbursed for expenses following the State of Minnesota guidelines. Meal reimbursements are up to the limits specified by all bargaining units. 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 (taxi) will also be covered, car rental cost will not. For candidates traveling from outside the United States, transportation costs will be paid for actual costs, up to the cost of airfare from Bemidji to LAX or JFK airport, whichever is closer to the country of origin.

Candidates can be reimbursed for meals while in travel status. Candidates should claim actual expenses for meals, but reimbursement cannot exceed the maximum amounts listed:

- Breakfast \$9.00
- Lunch \$11.00
- Dinner \$16.00

The following limits apply:

- The breakfast meal is allowed when your trip begins before 6:00 a.m.
- The dinner meal is allowed when your trip ends after 7:00 p.m.

**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 itemized 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, including tax / gratuity. No alcohol can be paid by the university. Please note that an itemized 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 Busta, Travel Office.