**7-ADMIN-6 Candidate Reimbursement**

Responsible Division/Office: Office of Human Resources

Responsible Officer: Chief Human Resources Officer

Revision History: 2023; 1/2024; 10/2024

Effective Date: May 2024

Next Review: 2025

1. **Summary.** Recruitment of prospective employees involves a process in which the Hiring Manager or members of Search Committees interview and evaluate candidates for employment with the University. Candidates traveling for in-person interviews at the university may be reimbursed for qualifying expenses in accordance with this policy.
2. **Definition of eligible expenses.** Candidates may be reimbursed for transportation, lodging, meals, and incidental costs incurred for the purpose of the interview. Information regarding the candidate reimbursement policy and guidelines should be communicated by the sponsoring department to the interview candidate.
3. **Purpose.** To establish procedures and guidelines for the Office of Human Resources to manage candidate reimbursement expenditures to ensure equitable treatment of candidates as well as fiscal responsibility of university resources.
4. **Parameters.**
	1. **Eligibility.**
		1. In order to be eligible for reimbursement, candidates must be traveling greater than 50 miles from their residence to the University.
		2. Candidate reimbursements should be reserved for professional positions at a management level or above.
		3. Each department is responsible for the cost of candidate reimbursement expenses. Please consult the hiring or financial manager to ensure funds are available prior to requesting candidate interviews. Departments should utilize phone or video (skype) interviews to minimize expenditures when possible.
		4. Candidate(s) are to keep their receipts to submit for reimbursement of their expenses for travel, meals, and lodging.
		5. Reimbursements of travel expenses are for candidates only; travel expenses for guests are not provided.
		6. Candidate(s) are restricted to the YSU Travel Guidelines regarding reimbursement of expenses.
		7. Expenses cannot be charged to Youngstown State University. All expenses should be paid by the candidate and eligible expenses will be reimbursed in accordance with the provisions of this policy.
		8. Airfare, rental cars, and lodging should be booked by contacting the YSU travel specialist at 330-941-2391 or by email tlinnocent@ysu.edu to ensure reimbursement in accordance with this policy.
	2. **Payment Types.**
		1. [**Candidate Meals**](https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results?action=perdiems_report&fiscal_year=2024&state=OH&city=youngstown&zip=44555)
			1. To be eligible for meal reimbursement, travel must include an overnight stay.
			2. Meal rates are based on the [Federal Per Diem Rate amounts](https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results?action=perdiems_report&fiscal_year=2024&state=OH&city=youngstown&zip=44555) and include gratuities.
			3. Itemized receipts for meal reimbursement required.
			4. Alcohol related expenses will not be reimbursed.
		2. **Transportation**
			1. Air:
				1. Booked by contacting the YSU travel specialist at 330-941-2391 or by email tlinnocent@ysu.edu.
				2. All efforts should be made to obtain the lowest coach fare available.
				3. For electronic tickets, please submit the web page printout or confirmation letter that is e-mailed to you. Please retain receipts for reimbursement.
			2. Car Rentals:
				1. Booked by contacting Tracey Innocent YSU travel specialist at 330-941-2391 or by email tlinnocent@ysu.edu
				2. Candidates coming by plane can rent a car at the airport.
				3. Original receipts must be retained and submitted for reimbursement.
			3. Automobile:
				1. Candidates coming by automobile will be reimbursed for mileage and tolls by the University at [85% of the current IRS mileage rate.](https://www.irs.gov/tax-professionals/standard-mileage-rates)
			4. Uber/Lyft or Other Car Service:
				1. Candidates coming by car service will be reimbursed for mileage and tolls by the University at [85% of the current IRS mileage rate.](https://www.irs.gov/tax-professionals/standard-mileage-rates)
		3. [**Lodging**](https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results?action=perdiems_report&fiscal_year=2024&state=OH&city=youngstown&zip=44555)
			1. Hotel:
				1. Booked by contacting Tracey Innocent YSU travel specialist at 330-941-2391 or by email tlinnocent@ysu.edu
				2. Candidates must submit an itemized receipt for reimbursement.
				3. Lodging reimbursement rates are based on the [Federal Per Diem Rate amounts.](https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results?action=perdiems_report&fiscal_year=2024&state=OH&city=youngstown&zip=44555)
				4. The candidate is responsible for any additional charges above the standard room rate.
				5. Movies, entertainment, or other personal services will not be reimbursed.
		4. **Parking**
			1. Reasonable and necessary parking expenses for the purpose of attending the interview will be reimbursed with proper documentation of the expense.
		5. **Tolls**
			1. Tolls incurred traveling to and from the interview may be reimbursed with appropriate documentation of the expense.
		6. **Incidentals**
			1. Incidental expenses may be reimbursed up to a maximum of $5 per day for the interview period.
5. **Approvals.**
	1. Hiring Manager and Financial Manager must approve all candidate expenses in accordance with these guidelines for payment.
	2. Completed forms should be submitted to the Office of Human Resources [secure document upload.](https://ysd.ysu.edu/humanresources)
	3. The Office of Human Resources reviews forms for policy compliance and approves final payment.
	4. Procurement Service reviews and processes the payment in accordance with the established guidelines.