



Travel and Meal Expense Reimbursement Policy

Human Resources may reimburse expenses related to the recruiting process. Questions regarding expense reimbursement should be directed to the Human Resources Department **prior** to an interview.

Meals

Hiring managers may potentially take candidates to lunch. HR will reimburse on-campus meals (King's Dining Room, The Cage, Stav Hall) for candidates in grade G or higher, head coaches, and executives. Only meals for the candidate and hiring manager will be reimbursed. If additional people will be in attendance, those meals will need to be paid for either personally or by the hiring department.

Travel

Generally, travel expense reimbursement is available for up to one non-local candidate per open position, if they are the #1 or #2 candidate. For hard to fill positions, recruiting expense reimbursement may be available for two candidates per open position; however, the hiring department will need to pay for one of the candidates' expenses.

Prior to inviting non-local candidates to interview on campus, HR needs to have a conversation with the candidate to confirm interest level, compensation desires, competing offers, etc. Only **after** HR has a conversation with the candidate can the hiring manager make travel arrangements.

Non-local job candidate expenses that qualify for reimbursement include:

- Airfare only at the coach/economy rate
- Transportation to and from the airport, hotel, and the college
- Hotel for 1 night for candidates either flying in or driving 75+ miles each way (if a candidate happens to drive a few hours or more for a half-day interview, please schedule a mid-day start time versus an early morning interview so that a hotel stay is not needed); extra charges for miscellaneous items will not be reimbursed
- Meals for candidates requiring a hotel stay should not exceed \$40 total, which includes dinner the night before, breakfast, and potentially lunch
 - Alcohol is **NOT** reimbursed
- Travel by private automobile is reimbursed at the approved IRS rate; mileage is only reimbursed for travel to and from the interview if over 75 miles each way

Airfare

Communication to send to applicants for booking their flight:

Using Expedia or Orbitz, please send me the url of your preferred flight and I will book them at the college's expense. Please look for cost effective flights while taking into consideration flight schedule. All applicants are expected to travel coach /economy class. I will need to know the following when booking your flight:

- *Date of birth*
- *Gender*
- *Legal name as it appears on your driver's license (or state issued ID card or passport, whichever form of identification you will be using at the airport)*
- *Contact information for airline*
- *Email address to use for confirmation*
- *Phone number and device type (cell, home, etc.)*
- *Any special accommodations for traveling*
- *Seat preference - window, middle or aisle*

Ground transportation

Rental Car

Rental cars must be reserved and paid for by the applicant, and then reimbursed by St. Olaf.

Communication to share with applicants before they reserve a car:

St. Olaf is not able to prepay for the rental car, as the credit card that reserves the car must be present when you drop off the car. If you would like to reserve a rental car, St. Olaf will reimburse you for the total once you send me the receipt.

Guidelines the College has in place.

- *Please use economy or compact models.*
- *You will want to select adequate insurance coverage. St. Olaf does not reimburse monies for any damage which may occur when job candidates are renting vehicles.*
- *Before leaving the rental lot, inspect the vehicle for pre-existing damage to avoid unwarranted additional charges when the vehicle is returned.*
- *Return the rental car to the agency (same location) with a full tank of gas to avoid additional charges.*
- *Attach a copy of the rental agreement as well as the receipt for reimbursement.*

Hotel

Call hotel and let them know you are booking a reservation on behalf of a candidate for St. Olaf College and you will be paying for it. Ask that they send a confirmation to the applicant and then a copy of the receipt to your email address. You must CALL to get the lowest rate/St. Olaf discount; the lowest rate is not always online

Hotels listed in preference order:

Fairfield Inn

PH: 507-366-5000 114 2nd Street West

King –Monday through Thursday \$104; other times depend on the season, call for best rate

Double Queen – \$114, includes breakfast

Archer House

PH: 800-247-2235 212 Division Street South

Cozy or Large Room – call hotel directly for lowest rate (\$80–\$130 depending on season)

Country Inn & Suites

PH: 507-645-2286 300 Hwy 3 South

Double queen guest room 2 queens – \$98 (regular price is approximately \$132.00)

AmericInn

PH: 507-645-7761 1320 Bollenbacher Drive

Classic Queen – 2 queen beds \$116 (regular price is \$155)

King Family – 1 king room \$122 (regular price \$195)

Email communication to applicants once accommodations are reserved:

The following is an email example used to send to applicants confirming travel arrangements.

Attached is your flight itinerary. Please contact me within the next 24 hours if you see necessary changes.

POTENTIALLY ADD - *You should have also received an email from EcoTrans confirming your shuttle pick up details.*

I have booked a room at the Fairfield Inn located at 114 2nd Street West in downtown Northfield. Their phone number is 507-366-5000. Your confirmation number is XXXXX.

I look forward to meeting you on DATE at LOCATION at TIME. The itinerary for the day is...

Reimbursement

For expenses paid via the hiring manager's St. Olaf credit card, charges may be transferred to HR account unit 16114 during credit card reconciliation

- Transportation fares – domestic 67000
- Mileage Reimbursement – domestic 67100
- Lodging & Meals 67200
- Gas 67500
- Hired/rented vehicle 67600
- Other domestic travel expenses 67900

For eligible expenses incurred by the job candidate, a reimbursement check will be mailed directly to them. Reimbursement will be made after the hiring manager has prepared an itemized accounting of the expenses related to the recruiting process.

To receive reimbursement:

- The hiring manager must complete and sign an Accounts Payable Payment Request form with the original receipts for the attached expenses
(https://wp.stolaf.edu/finance/files/2019/07/ap_payment-request.pdf)
- Forward the signed requisition form, along with the original receipts, to Accounts Payable