Official Hospitality Candidate Expense Instructions

Official hospitality candidate expense refers to travel, lodging, and meals associated with interviews for approved faculty positions. There is generally a maximum of three requests per position. Exceptions to these instructions will require prior approval by the Office of the Provost and Senior Vice President.

Pre-Interview:
- Complete the Official Hospitality Candidate Expense Authorization* and Official Hospitality Department Meal Authorization* and Reimbursement forms for all 3 candidates as far in advance of candidates visit as possible.
- Budget Officer and Budget Review Officer of the requesting department sign.
- Send signed forms to the Office for Academic Affairs, Box 13.
- Copies of the approved requests will be returned via campus mail.

At the time of each interview:
- Fill out and complete a Candidate Reimbursement Form* along with a W-9 form.
- Be sure to have the candidate sign these while he/she is on campus.

Post-Interview:
- Complete each Candidate Expense Reimbursement form and attach all original itemized receipts along with the original W-9 form.
- Please make sure to mark if lodging is paid by candidate or direct bill to WSU.
- Only include the actual expenses to the candidate on this form.
- Budget Officer and the Budget Review Officer signatures.
- Send signed forms to the Office of Academic Affairs, Box 13.

Candidate Travel and Lodging Expenses
Travel expenses must be paid by the candidate, who will be reimbursed. Please inform the candidate of this obligation in advance of the visit, if necessary we can direct bill lodging to WSU but it is preferred that the candidate also pay for their lodging. Travel expenses are not to be charged to the university or paid by university department or personnel (with exception to lodging). For candidate reimbursement, submit the completed Candidate Reimbursement Form as indicated above to the Office of Academic Affairs Box 13, once this is submitted the Office of Academic Affairs will then complete and Invoice Control Document (ICD) for the candidate. For Student Affairs the office of Academic Affairs will process the ICD for the candidate to be reimbursed but your department (funding provided on authorization and reimbursement form) will be charged direct for the expenses.

Interview Meal Expenses
The faculty/staff for each meal will pay for the meals and document expenses with itemized receipts. For faculty/staff reimbursement (from departmental funds), the department will submit an ICD to Purchasing with original receipts for the meal. When the Office of Academic Affairs receives the Dept. Meal Authorization and Reimbursement Form the department will be reimbursed $140 per candidate with either a Budget Adjustment Form or a Cash Transfer Form depending on the fund information on the Dept. Meal Authorization and Reimbursement Form, please send to Box 13. Upon approval, a Budget Adjustment or Cash Transfer will be processed to reimburse the department at the rate of $140 per candidate after all candidates for that position have been to campus for their interview. All Sodexo catering will need to be paid directly by your department. Student Affairs will process their own Meal Reimbursements to their faculty/staff using their own funds.

* Official Hospitality forms are available on the Academic Affairs website, first click on “Forms” then on “Official Hospitality” for a list of all necessary documents.

revised on 2/17/16