

## 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.

### Pre-Interview:

- Complete a Pre-Approval Report for each candidate in Chrome River for approval by Academic Affairs. Use A2000/101609 for the funding source.
- Complete the *Official Hospitality Department Meal Authorization\** as far in advance of the candidate's visit as possible.
- Budget Officer and Budget Review Officer of the requesting department must sign the form.
- Send the signed form to the Office of Academic Affairs, Box 13.
- A copy of the approved form will be returned via campus mail.

### At the time of each interview:

- Download the *W-9 form\**
- Be sure to have the candidate sign this form while he/she is on campus.

### Post-Interview:

- Complete an Expense Report for each candidate in Chrome River. Be sure to attach all original itemized receipts along with the original W-9 form. Use A2000/101609 for the funding source.

### Candidate Travel and Lodging Expenses

Travel expenses must be paid by the candidate, who will then 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 departments or personnel (with exception to lodging). For candidate reimbursement, submit the Expense Report in Chrome River for approval by Academic Affairs.

### Interview Meal Expenses

The faculty/staff member participating in the interviews will pay for the meals and document expenses with itemized receipts. For faculty/staff reimbursement (**from departmental funds**), the department will complete an Expense Report in Chrome River attaching the original itemized receipts. Once all the candidates for that position have been to campus for their interview, a Budget Adjustment will be processed by Academic Affairs to reimburse the department at the rate of **\$140 per candidate per day (24 hours)**. All Chartwells catering will need to be paid for directly by your department.