



## Interview Expenses FAQ Sheet

Expense reimbursement is the responsibility of the Dean/Division Head. Recruitment chairs should work through their Dean/Division Head to understand the recruitment expense budget for each search.

- Each Search Committee is allowed up to two hosted meals per candidate.
- For each candidate meal, no more than two employees may be reimbursed, without prior approval from the dean/division head.
- The meal maximums per UW's Host Meals policy are (including 15% gratuity):
  - Breakfast      \$20/person
  - Lunch            \$21/person
  - Dinner           \$35/person
- Meals should be tax exempt. If you need a tax exempt card, please contact Lea Truttmann
- Alcohol cannot be reimbursed from State Funds
- The following attachments **must** be attached to the expense report. E-Reimbursement login and Quick Start Guide can be found on the TravelWise website (<https://www.wisconsin.edu/travel/>):
  - Itemized receipts listing all food and beverages
  - Receipt showing payment
  - Candidate Interview Plan
  - Signed Authorization for Interview Expenses
- The Hosted Meal Policy can be found on the TravelWise website (<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/headquarter-city-uw-system-sponsored-events-policy/>)
- The HR Policy can be found on the UWGB HR website (<http://www.uwgb.edu/UWGBCMS/media/hr/policies/PolicyForRecruitmentAndHiring.pdf?ext=.pdf>)
- All candidate airfare **must** be purchased through Travel Inc. The candidate should pay for their airfare, and submit for reimbursement after their interview. Hotels can be paid for with the department procurement card and booked directly with the hotel. The request form for Travel Inc guest booking services and instructions can be found on the Reservation Options page of TravelWise (<https://www.wisconsin.edu/travel/planning/group-travel/establishing-an-administrative-group-using-a-purchasing-card-on-file-for-future-department-reservations/>)

Please contact Lea Truttmann, UWGB Travel Coordinator, at extension 2227 or email [travel@uwgb.edu](mailto:travel@uwgb.edu) if you have additional questions.