

Purpose: The CEHD follows NDUS and UND policies and procedures for expense reimbursements for faculty search candidates during the recruitment process. This ensures equitable treatment of candidates as well as fiscal responsibility of university and CEHD resources.

Contacts:

For Assistance in Booking Candidate Travel	EHBS – Julie Reiten (Filling in until new EHBS hire)	julie.reiten@UND.edu
	TLPP – Helen Elden	helen.elden@UND.edu 701.777.3143

Candidate Reimbursement Policy:

Faculty candidates will be reimbursed for:

- Economy/standard airfare
- One piece of standard luggage
- Mileage or ground transportation to/from airports
- Airport parking
- Any meals that are not handled as a group meal with other members of the College, based on the per diem rates for the location/quarter of the meal, as indicated in the table below.

Hotel will be arranged for and paid directly by CEHD; therefore, reimbursement for lodging will not be necessary.

Any other expenses must be approved prior to travel to be eligible for reimbursement.

Meals for Individual Candidate

It is expected that the members of the College will take the candidate to most, if not all, meals. In the case when a meal is not handled as a group meal, nor provided by the hotel, the candidate will be reimbursed at the ND GSA rate.

As of 7/1/2022, these rates* are:

Quarter	Time Spanned by Quarter	\$	GSA for ND
			59.00
First Quarter	6 – 11:59 a.m.	\$	11.80
Second Quarter	12 – 5:59 p.m.	\$	17.70
Third Quarter	6 p.m. – 12 a.m.	\$	29.50
		\$	59.00

**All rates listed above are subject to change.*

Candidate Reimbursement Procedure:

Candidate Travel

1. The Search Committee Chair (SCC) will contact the departmental Administrative Assistant (AA), per contacts referenced above, to coordinate the travel for the candidate.
 - a. SCC should provide name and email of candidate and anticipated travel and interview dates
2. The AA will serve as the administrative contact for the candidate through the booking and reimbursement process.
3. The AA will contact the candidate to discuss the travel process and allowable expenses.
4. The AA will request the candidate to submit both a [W-9 and ACH Direct Deposit Form](#) via the [Secure File Transfer](#) to P&PS prior to coming to campus.
5. The candidate will book their own airfare, but the AA will work to ensure that flight times/costs are reasonable.
6. The AA will reserve the candidate's hotel stay using a UND P-Card and will ensure that the ND state rate is obtained and that tax is not billed.
7. Upon completion of the visit, the AA will send the candidate the UND Non-Employee Travel form via DocuSign.
 - a. The candidate will complete the DocuSign and attach all relevant receipts (airfare, baggage, ground transportation, and parking) to the AA.
 - b. AA will confirm that form is accurate for proper reimbursement (ex: # of meals based on time/days of travel and non-covered meals, # of miles, etc.) and that all relevant receipts have been received.
8. The AA will submit completed Non-Employee Travel Form and relevant receipts to the UND Shared Service Center (SSC) (und.sharedservicecenter@UND.edu) to request reimbursement.
9. SSC will submit the request to Payment & Procurement Services (P&PS) through UND Marketplace/Jaggaer for payment.
10. P&PS will issue payment to candidate via ACH/direct deposit.

Note: UND employees should never promise that reimbursement will be processed by a specific date. However, by requiring the non-employee to submit the ACH form, this will simplify the payment and ensure it gets to the candidate as quickly as possible. Candidates should be notified that it could take up to 30 days for reimbursement to be processed following their interview.