

Chapter 4 Interviewing and Reviewing Applicants

4.02 Reimbursement for Applicant's Travel Expense

- **Policy**

- Approval at the dean level or above must be obtained to permit payment of all expenses in connection with interviewing applicants for positions. The employing unit's human resources representative should be contacted to obtain advice concerning reimbursement of interview expenses for candidates interviewing for classified positions.
- Consider the following when determining whether reimbursement is in the best interest of UW-Madison.
 - Job market supply and demand for skills of the prospective employee
 - Incentive for prospective candidates to interview for the position with or without reimbursement
 - Other reasons unique to the department or school/college.
- Consideration may be given to partial reimbursement, but all candidates must be given the same reimbursement consideration.

- **Procedure**

Travel Expense Reports--A travel expense report should be prepared for each applicant by the employing department in order to obtain reimbursement through the Office of Business Services.

- Conditions--The reports must comply with UW System Travel Regulations including transportation, meal and lodging maximums. The candidate's portion of expenses must be charged to Class Code 2151.
- Procedures--See Office of Business Services Accounting Office travel website at: <http://www.bussvc.wisc.edu/acct/travel/welcome.html>