



Administrative Procedure

Number:	207
Effective:	8/24/82
Supercedes:	
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Subject: TRAVEL EXPENSES FOR OUT-OF-AREA APPLICANTS

1.0. PURPOSE:

To establish the procedures by which the University will pay travel expenses for out-of-area applicants invited for on-campus interviews.

2.0. ORGANIZATIONS AFFECTED:

All organizational units of the University excluding auxiliary organizations.

3.0. REFERENCES:

3.1. Title 2, California Administrative Code, Section 719.

3.2. CSLA Administrative Procedure "Selection and Appointment."

3.3. CSLA Administrative Procedure, "Travel Expenses."

4.0. POLICY:

4.1. When applicants for positions requiring Affirmative Action Compliance Reports are invited for on-campus interviews, they will be reimbursed for certain specified expenses from the employing department's account or discretionary funds.

4.2. When recruitment difficulties exist in hard-to-fill positions, applicants for positions not specified as requiring Affirmative Action Compliance Reports, may be brought in for interviews with the written assurance of the fiscal authority that funds are available for this purpose and with the approval of the Director of Personnel Management and Services

4.3. Lodging and meals for candidates may be paid through discretionary funds only with advance approval of the President or appropriate Vice President.

4.4. For applicants who wish to drive their own vehicle, mileage will be paid (at the current rate) according to the mileage charts from place of contact to point of interview, or comparable airfare, whichever is the lesser amount.

Approved:

Date:

5.0. DEFINITIONS:

5.1. Reimbursed Costs:

5.1.1. Round trip air coach fare from place where applicant was called to place of interview (within the boundaries of the United States).

5.1.2. Cost of ground transportation from the airport to the interview and return to the airport.

5.2. Qualifying Applicants:

5.2.1. Applicants for positions requiring Affirmative Action Compliance Reports.

5.2.2. Applicants who have first been screened by an advisory panel telephone interview.

5.2.3. Applicants whose reference audits, conducted prior to an on-campus interview, indicate that they are viable candidates.

5.3. Out-of-Area Applicants--Those who would travel in excess of 35 miles one-way from point of contact to point of interview.

6.0. RESPONSIBILITIES:

6.1. The Supervisor or Advisory Panel Chair will:

6.1.1. Select the applicants to be invited for campus interviews.

6.1.2. Insure that funds are available to cover authorized transportation costs.

6.2. Personnel Management and Services will:

6.2.1. Insure that out-of-area applicants are screened by telephone prior to arranging for on-campus interviews.

6.2.2. Conduct reference audits.

6.2.3. Coordinate travel arrangements.

6.2.4. Monitor and complete applicant agenda.

6.2.5. Advise applicant of need for invoices to substantiate claims.

6.2.6. Obtain applicant's signature on travel request.

7.0. PROCEDURE:

- 7.1. The supervisor and/or chair of the Selection Advisory Panel (when used) will select candidates to be interviewed.
- 7.2. If the candidates selected include out-of-area applicants, all candidates will be interviewed by telephone prior to inviting any applicants for on-campus interviews.
- 7.3. Personnel Management and Services will:
 - 7.3.1. Make arrangements for telephone interviews including time schedule and questions to be asked.
 - 7.3.2. Conduct reference audits of finalists prior to their being invited for on-campus interviews.
 - 7.3.3. Insure that funds are transferred to the personnel accounts set up to handle payment of applicant out-of-state and in-state travel expenses.
 - 7.3.4. Determine applicant interest and arrange for interview dates with applicants.
 - 7.3.5. Make plane reservations and arrange for pre-paid tickets through World Vista Travel, University-Student Union, ext. 2612.
 - 7.3.6. Advise applicant of reservations, need for invoices and signature on the travel request.
 - 7.3.7. Type, obtain signatures, and submit Travel Requests (L110) and Travel Expense Claim (Std. 262) forms.
 - 7.3.8. Work with the supervisor and/or chair of the Selection Advisory Panel in finalizing the agenda.
 - 7.3.9. Insure distribution of the agenda to all concerned.
- 7.4. The supervisor or chair of the Selection Advisory Panel will:
 - 7.4.1. Arrange for transportation to and from campus.
 - 7.4.2. Arrange for luncheon, when appropriate.

8.0. APPENDICES:

N/A.