Faculty Recruitment Activities
Travel, Meal and Entertainment Cost Policies in the
College of Arts and Sciences

As part of our "budget awareness" chairs, directors and faculty need to adhere to university entertainment guidelines. Please review guidelines below before signing off on a reimbursement request.

Complete WMU Travel Policies and information can be found at: http://www.wmich.edu/travel/

Please pay particular attention to the following:

1. The college reimbursement for recruitment of faculty are as follows:
   a. Travel (i.e. airfare, mileage, etc.) expenses
   b. One night's lodging, unless a Saturday night is included
   a. Chair candidates are allowed an extra night lodging and extra day for meals
   b. The College will support the cost for a maximum of two candidates for each position. Additional candidates may be invited at departmental cost.
   c. Hosting meals: Reimbursement for three people for each meal, including the candidate; if a Saturday night stay is involved, only two people for each meal, including the candidate, on the second day
   d. Maximum amount reimbursed for hosting meals per person: Breakfast $8.00; Lunch $12.00 and Dinner $26.00.
   e. Candidate will be reimbursed GSA rates for meals and incidental expenses not hosted by department at the Kalamazoo GSA rate of $51 per day. Please see the “Travel, Meal and Entertainment Policies” for more details.

2. Travel Authorization form is required before making any travel reservations.
   a. Departmental Chair approval and College Dean/Assoc. Dean approval is required for Travel Authorizations and Travel Vouchers.
   b. Chairs/Directors should submit the form to Liz Roe in the Dean's Budget Office.

3. Airfare should be booked through AAA Travel / NuTravel directly charging the department's fund and cost center.

4. Other expenses will be reimbursed if needed for the purpose of travel such as parking or taxi. Personal telephone calls cannot be reimbursed from hotel bill.

5. High or unusual expenses must be justified by including a statement with your travel authorization and voucher.

6. Alcohol purchases cannot be charged to Fund 11.

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