

Faculty Candidate Travel for Campus Interviews – Administrative Assistant Procedures

Please review [Policy 305: Hiring](#) & [Faculty Hiring Procedures](#) prior to coordinating travel arrangements.

Department Administrative Assistants will partner with the committee chair/department chair and HR to coordinate the following components of faculty candidate campus interviews:

Departments will carry and track the expenses on their own index code until they have reached a \$1500 benchmark at which point the itemized expenses can be submitted to the Provost's office for a budget transfer of \$1500. (If total expenses are less than \$1500 for the entire search, submit completed expense report for reimbursement.) Written approval from department/college budget administrator must be obtained before spending over \$1500. Approval must be kept on file.

1. Airfare - *HR will provide contact information and interview dates (as determined by the search committee) to the Department Admin when confirmation of interview attendance is received from the candidates. Committees/departments may decide to invite the candidates at the department level. This is okay, as long as that information is passed along to HR, someone who is not on the committee is contacting the candidates (unless the committee chair is also the department chair), and comparable information is relayed to the candidates.*
 - a. Email the candidate asking them to select a flight arriving the day prior to the interview and departing the day following the interview (see *Flight Selection Email* template) and to provide booking information (full name and birth date) and a link to the flight
 - i. Check with committee chair/department chair for length of interview (most interviews will be one day, but some may be longer or have dinner meetings on the day prior to the interview)
 - ii. Flights more than \$500 require Dean/Department Chair approval before purchase
 - iii. Flight upgrades, such as business class, may not be purchased by UT
 - iv. Candidates may fly to St George, Cedar City, or Las Vegas
 - v. Do not share booking information (birthdate, gender, etc.) with anyone else
 - vi. If a candidate will be driving instead of flying, they will be reimbursed for mileage following the interview (up to 1000 miles roundtrip)
 - b. Purchase the ticket using the link provided by the candidate with a pcard (make sure you have travel permissions from purchasing) or use State Travel using your pcard as the payment.
 - i. **Flights should be purchased the same day so fare does not increase**
 - ii. Check the flight information to make sure the dates/times will allow the candidate to arrive and depart outside of the time blocked off for the interview
 - c. Send the flight information to HR Recruitment Coordinator & the candidate

2. Hotel –*two nights of lodging for each candidate* (as applicable)
 - a. Contact the hotel to make lodging arrangements (see Hotel Contact Information list)
 - i. Ask for the UT rate
 - b. Pay with pcard (make sure that you have travel permissions from purchasing), complete hotel authorization form from hotel and select room tax only
 - c. Send confirmation information to candidate & HR Recruitment Coordinator
3. Teaching Demonstration – *The committee chair will determine all details of the teaching demonstration (topic, length of presentation, selected materials, etc.)*
 - a. Send the teaching demonstration topic and presentation parameters to candidate at least five days prior to interview
4. Itinerary – *Interview and teaching demonstration times are to be determined by the committee and provided to the Department Admin by the committee chair. Committee chairs/department chairs may determine times for each component of the interview or the interview and teaching demonstration only.*
 - ***Each candidate must have the same components included in the interview and the same amount of time for each component (including meals)***
 - ***Retain a record if a candidate opts-out of any portion of the interview***
 - a. Complete the *Interview Itinerary* template provided by HR
 - i. Ensure that all required components of the interview are included in the template
 - ii. Include any additional components as requested by the committee
 - iii. Required and requested components should be planned around the interview, teaching demonstration, meeting with the Dean, and meeting with the Provost
 - iv. HR will need a half hour total for the benefits briefing
 - v. Contact the Student Ambassadors for the campus tour at this link https://apply.utahtech.edu/register/ambassador_volunteers
 - vi. Contact a Realtor to schedule the candidate tour of St George (see Realtor contact information) for all candidates who are not local
 - b. Send completed itineraries and teaching demonstration information to the candidate
 - i. Send itinerary to all hosts & HR
5. Faculty meal expense reimbursement –*DSU faculty/staff who pay for candidate meals held during the interview will be reimbursed*
 - a. Faculty and staff must submit all original receipts, including an itemized receipt through Chrome River
 - i. **Reimbursements will not be processed without an itemized receipt**
 - ii. **Tip should not be above 20%**

6. Candidate Travel Reimbursement – *The candidate will be reimbursed for all eligible expenses related to their travel, including luggage, cab fare, rental car + gas/mileage if they drive their own car, meals not provided (usually two days), etc.*
 - a. Ask candidates to turn in/email all receipts following their interview
 - b. Complete an accounts payable check request – list all the related expenses and attach receipts if you have all meal receipts. If you do not have meal receipts, complete a pink form estimating meal expenses based on St. George per diem rate. Complete the pink contracted services form for all expenses without receipts. A W9 form will need to be included with the pink form.
 - c. Submit completed check requests to Accounts Payable or Pink Form to Payroll.

Hotel Contact Information

Holiday Inn - Preferred

St George Convention Center
1808 South Crosby Way
St George, UT 84790

Alex Charter - 435-634-4153 – alex@safarihospitality.com

\$99/night, *Safari Hospitality will make arrangements in their other hotels (Fairfield Inn, Hilton Garden Inn, Hyatt Place) at this rate if they don't have availability in the Holiday Inn.*

Courtyard Marriott
Kerrie Prince
435-652-7470

Towneplace Suites - [\(435\) 986-9955](tel:4359869955)

Red Lion Hotel (\$60/night)
850 S Bluff
St. George, UT 84770
Alivia
(435) 628-4235

See Admin group for additional information.

Realtor Contact Information

Joel Griffin (can connect candidates with ERA office for rentals) – 801-651-5505/jgriffin.era@gmail.com

Eddy Ortiz (can help with rentals) – c: 435-625-1725 o: 435-628-0400, eddy.ortiz@sothebysrealty.com

Margie Hare (can help with rentals) – c: 435-313-3147 o: 435-428-0400, Margie.hare@sothebysrealty.com

Darin Holman – 435-817-1050 – darinholmanrealestate.com (you can browse local listings)

Natalie Perez – 435-922-0297 natalieruthperez@gmail.com

Malissa Kelsch 435-619-1480 (Natalie Perez's partner)

Shawna Maitoza 435-229-9727

Susan Jarvis 435-619-1882

Kevin Wilkinson 435-668-3632

Transportation Options:

<http://stgeorgetaxi.com/>

<https://www.stgshuttle.com/taxi>

<https://www.uber.com/cities/st-george/>

<https://www.lyft.com/rider/cities/st-george-ut>

<https://stgeorgeexpress.com/>

<http://www.calltaxiusa.com/>

Flight Selection Email Template

Hello (candidate name):

Thanks for confirming your interview with the committee for the (position name) faculty position on (interview date). Please take the opportunity to select a flight that works best for you to attend your interview on the (interview date) and send me the link so I can purchase your ticket. Please plan to arrive in St. George the day prior to your interview and return home the day following your interview. We do ask that you select a flight that is less than \$500 if possible. We will not be able to purchase any upgrades such as business class. You may fly in to Las Vegas or St George. If you fly in to Las Vegas, you will need to rent a car to travel to St George. This can be a good option because it will allow you the opportunity to explore St George outside of your interview, and we will reimburse you for the cost. We will also make your hotel arrangements for you.

Please include your booking information – full name and date of birth – when sending the link.

Let me know if you have any questions.

Thanks,

Faculty Candidate Campus Interview Travel Checklist

Position:

Candidate Name:

Interview Date:

- ☐ Purchase airfare (two weeks prior to interview date)
 - ☐ Send confirmation to HR & candidate
- ☐ Book hotel (at least one week prior to interview)
 - ☐ Send confirmation to HR & candidate
- ☐ Send teaching demonstration information to candidate (at least five days prior to interview)
- ☐ Finalize itinerary and send to HR & candidate (at least five business days prior to interview)
- ☐ Process Meal Reimbursement (within five business days after receiving receipts)
- ☐ Process candidate travel reimbursement (within five business days of interview)