



## Prospective Employee Travel Reimbursement Guidelines

This document serves as a guide for prospective employees traveling to AUM for employment interviews. Please direct any questions regarding these guidelines to your department contact.

### General Information

#### Lodging

Prospective employees may be reimbursed for lodging expenses, room and applicable taxes only. The University department may elect to book lodging in advance using a preferred hotel vendor.

#### Meals

Prospective employees may be reimbursed up to \$60/day with itemized receipts during travel and while away from campus during visit. Meals while on campus and/or during interview will be purchased by the department.

#### Transportation

Prospective employees may be reimbursed expenses for airfare, rental car & fuel, taxis/rideshare, and/or mileage for personal vehicle usage.

- Airfare: Only economy class airfare will be reimbursed
- Rental Car: Use preferred vendor – Enterprise/National, contract #XZ55028
- Taxis/rideshare: Eligible for reimbursement to and from airport, hotel and interview location
- Mileage: Eligible for reimbursement at current IRS mileage rate

### Reimbursement of Travel Expenses

Prospective employee should provide itemized and detailed receipts, including payment method, to department contact.

- Rental car fuel receipts should indicate gallons purchased and price per gallon.
- Expenses not supported by an itemized receipt will not be eligible for reimbursement.

Department contact will prepare travel voucher and circulate for approval on campus. Travel voucher must be signed by prospective employee, preferably prior to leaving campus.