FACULTY INTERVIEWEE TRANSFER REQUEST PROCEDURES

An “interviewee” is a candidate who is interviewing for an **authorized position** at ASU. See [FIN 421-02](#). The College of Liberal Arts & Sciences Office of the Dean (The College) pays for **TENURE-TRACK FACULTY** interviewee expenses for up to **two candidates for each authorized position** on the interviewee expense account via expense transfers.

The FIN manual does not specifically address reimbursement of interviewees who are hired via waivers but candidates and departments can be reimbursed for all appropriate expenses. Let our office know about these candidates in advance – [lsimms@asu.edu](mailto:lsimms@asu.edu).

Departments should follow internal college recruitment procedures including information to be sent to potential candidates. It is a good idea to let your candidate know in advance what he/she is responsible for, and what the university will and will not pay for. Please provide the interviewee with a copy of the [Interviewee Expense Summary Form](#) before he/she leaves in case there are questions.

Click on title to move quickly to the required section:

1. ALLOWABLE EXPENSES
2. PROCEDURES
3. HOTEL BILLS
4. FREQUENTLY ASKED QUESTIONS
ALLOWABLE EXPENSES

1. Airfare at coach/economy rate
2. Local Transportation
3. Hotel
4. Meals Paid by and for the Candidate Only (entered on the Interviewee Expense form), NO MEALS WITH GROUPS

PROCEDURES

1. Process the Advantage documents and send to Accounts Payable and/or pay for expenses using your departmental pcard.
2. Once your documents have expensed, print, fill out and attach the checklist to copies of your documents.
3. Try to combine all expenses for one interviewee into one packet if possible.
4. The College will now be entering the transfer in Advantage. The departments only need to turn in the forms.

HOTEL BILLS

- Remember no long distance calls but we can pay for local calls. Other incidentals on the bill such as laundry services, business center expenses, bar tabs and videos are your department’s responsibility if you choose to pay them.

- If possible, use a hotel that is familiar with University procedures and will “direct bill”. This means they will send the final itemized bill directly to you for payment (not accounts payable) after the candidate has left.

- While we make every attempt to stay within the state’s per diem limits we have no control over hotel rates during the season. If a property’s rate (not including tax) is above the per diem amount your paperwork MUST include a justification on why that property was chosen over others in the area.
FREQUENTLY ASKED QUESTIONS

- **What is a reasonable amount of time for a candidate’s stay?** — Depending on the departmental schedule and where the candidate is traveling from, it may be appropriate to bring them in the day before the interviews begin and leave the morning following completion. A length of stay of more than 2-3 days during the week might be questioned.

- **Will the College pay for spousal expenses?** — No. Spousal expenses are not paid for by our office and are not allowed on state funds, but are optional on your local or discretionary funds. A spouse who is interviewing with another department on campus for a tenure-track or continuing AP position is the exception.

- **Will the College pay for house hunting trips or second interviews?** — No. House hunting trips/second interviews are not paid for by our office, but are optional on your funds.

- **What if a group of people take the candidate out for a meal? Can the candidate’s portion be broken out for reimbursement?** — No. Only solo meals by the candidate will be reimbursed by the College via the Interviewee Expense Reimbursement. Group meals are the responsibility of the department.

- **Do you need documentation about the interview or job?** — Yes. Please provide a copy of the job posting that shows the job number and FTE along with the Expense Transfer Request.

- **What is an Advantage Web Report?** — You must have access to Advantage in order to have access to the Web Reports. You will find a link on the Financial Services website for Advantage Web Reports. Use your ASURite ID and Password to sign on.

- **Who do I contact if I have a question?**

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  Office of the Dean  
  lsimms@asu.edu

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