Search and Screen Committee Responsibilities:

1) Human Resources will reimburse for candidate travel when a Phone/Skype Interview was previously conducted.

2) Provide the Visitor’s Travel Guide to the candidate(s). Notify candidate(s) that all travel must be through Fox World Travel.

3) Search and Screen Committee Member will complete the Travel Request Form | UW TravelWIse. This form will be submitted to Fox World Travel at UW-System. They will set up travel arrangements for the candidate by working with them directly.

4) Fox World Travel will contact candidate to assist in reserving airfare, hotel and car rental.

4) Post Interview: Search and Screen Committee Member will complete the Non-Employee Set Up Form (under Travel) and return to Purchasing@uwplatt.edu.

5) Once approved, the Committee Member will create the TER (Travel Expense Report) with candidate’s travel expenses. After approved, a check will be sent to the candidate.

For Reference:

**Hotel**

- The University will reimburse a one night stay for candidates who live beyond a 125-mile radius or two nights for candidates who live beyond a 300-mile radius from the campus. Exceptions must be preapproved by the Talent Management Supervisor or Human Resources Manager.

**Mileage**

- Candidates will be reimbursed for mileage if traveling by automobile beyond a 125-mile radius. Mileage will be reimbursed at the IRS authorized mileage rate in effect on that date of travel using the most direct route.

**Travel Expense Report (TER)**

- Upload receipts for any purchases $25.00 and over such as: lodging, airfare and parking.
- Include an Interview Agenda.
- Include MapQuest/Google Maps printout for mileage claims.

**Resources**

- Traveler’s Reference Guide – Summary of UW Travel policies and procedures
- UW TravelWIse – UW Travel Portal
- Lodging/Meal & Incidental Calculator

If you have a question, please contact the Travel Office at 608-342-1346.