

## Faculty Recruitment Travel Procedures

### CAMPUS VISIT OVERVIEW

- Dean notifies department of candidates approved for campus interview.
- Point of contact for search committee contacts Academic Affairs to secure tentative dates based on Provost, or Provost Designee, availability.
- Search committee arranges campus interviews, including appointments with Dean, and confirms date with Provost's office.
- Allowable expenses include travel, transportation, accommodations, and meals, excluding alcohol. Department should contact Academic Affairs for approval of expenses exceeding the travel guidelines detailed in this document.
- Departments are responsible for submitting receipts and preparing Check Request Forms for approved expenses to Academic Affairs.
- Faculty and Staff travel related expenses should be processed through Concur.

### ACADEMIC AFFAIRS POINT OF CONTACT

Norma Garza

Director of Administration

[garzan@tcnj.edu](mailto:garzan@tcnj.edu)

(609) 771-2515

### 1. CANDIDATE TRAVEL

#### Airplane/Amtrak

- Contact Academic Affairs for approval if airfare is over \$500
- We encourage departments to purchase travel on the department pcard to minimize out-of-pocket candidate expenses, and avoid Anthony Travel fees.
- **Option 1:** Travel arranged through Anthony Travel by department
  - <https://travel.tcnj.edu/anthony-travel/>
  - Concur travel request entered by department
  - Select traveler type: Guest
  - Additional information: candidate's name and "Account - 608020"
  - Candidate travel Chart of Accounts:  
TCNJ-608020-100000-1000-325-2077-0000-0000-0000
  - Once travel request is approved:
    - Prior to booking the flight, email Devon Manfredo ([dibella@tcnj.edu](mailto:dibella@tcnj.edu)) with the name of the traveler and the account number 608020.
    - Forward request ID to candidate
  - Candidate will contact Anthony Travel directly to arrange travel
  - Expenses for flight only completed through Concur
- **Option 2:** Travel arranged by candidate
  - Candidate should submit airline ticket receipt to department

#### Car (Privately owned vehicle)

- Mileage to and from home reimbursed at the current Internal Revenue Service (IRS) rate.
- Submit receipts showing amount and date for tolls and parking
- Motor vehicle violations are the obligation of the candidate

#### Train (other than Amtrak)/Commercial Bus:

- Arranged by candidate
- Reimbursement should not exceed equivalent cost of airfare
- Submit detailed receipt/ticket stub for reimbursement

#### Car Rentals:

- Arranged by candidate
- Used only when overall cost of rental is less than cost of other means of transportation or when no other means of transportation are available.
- Carry motor vehicle liability insurance and submit copy of card, original receipts, and rental contract
- Select most economical rental
- College not liable for motor vehicle violations or accidents

## 2. TRANSPORTATION TO HOTEL AND TCNJ

- Every effort should be made for a faculty member/search committee member to meet the candidate and bring him or her to the hotel or campus. Meeting the candidates at the airport or train station portrays a positive message about the college and the department.
- Since this is considered official College related travel, the TCNJ employee must submit an online travel request prior to the dates of the candidates' arrival for insurance and reimbursement purposes.
- If no one is available to meet the candidate at the airport or train station, arrangements can be made by the department for transportation using the following (or other) services.

**PLEASE NOTE:** THE DEPARTMENT IS RESPONSIBLE FOR THE COST OF TRANSPORTATION SERVICE. THESE SERVICES CAN SOMETIMES RUN FROM \$250-\$300 EACH WAY.

(**EXCEPTIONS:** Candidates arriving or departing between the hours of 10:00pm and 8:00am.)

#### Spectrum Limousine Services

(609) 921-3330

[dpalumbo@spectrumlimousine.com](mailto:dpalumbo@spectrumlimousine.com)

[www.spectrumlimousine.com](http://www.spectrumlimousine.com)

- Will send invoice to TCNJ Academic Affairs

### 3. ACCOMMODATIONS

- If hotel accommodations are needed, contact Academic Affairs
- Email Norma Garza, [garzan@tcnj.edu](mailto:garzan@tcnj.edu), with candidate information and dates of stay, confirmation numbers will be sent back to department.
- TCNJ has a direct bill account with SpringHill Suites Marriott
- Personal charges will be responsibility of candidate
- TCNJ is tax-exempt and all room/city/state taxes should be omitted from invoice.

#### SpringHill Suites Marriott

1000 Charles Ewing Blvd.

Ewing, NJ 08628

(609) 530-0900

- Approximately 1.8 miles from TCNJ
- College-negotiated rate is \$149.00

### 4. MEALS

#### On-campus meals

- Academic Affairs maintains Get-It Cards that can be used for on-campus meals in the 1855 Room.
- Use of the card should be scheduled with Academic Affairs (x3385)
- Cards may be picked up in Academic Affairs the day before or the day of the interview.
- Receipts must be returned with the card.
- Card is not to be used for more than 5 guests, including the candidate.
- Tips not included and not reimbursed.

#### Off-campus meals

- Search committee may plan an off-campus breakfast, lunch, or dinner meeting with candidate.
  - An employee of TCNJ, not the candidate, should pay restaurant bill and obtain itemized receipt for reimbursement. **Only itemized receipts will be reimbursed by the College.**
  - Recruitment meals are reimbursed according to TCNJ's Travel Policy, at the GSA Per Diem rate: Breakfast \$22, Lunch \$23, Dinner \$36.
  - The College will reimburse for up to 3 members of the search committee plus the candidate. Reimbursement will not be made for guests not on the search committee or that exceed the maximum number allowed.
- Candidates reimbursed for allowable off-campus meals only. Example: when in travel status for campus interview and returning home in late afternoon, dinner is not reimbursable. Similarly, when leaving for travel in the morning, breakfast is not reimbursable. Candidate's meals are reimbursed according to TCNJ's Travel Policy, at the GSA Per Diem rate: Breakfast \$22, Lunch \$23, Dinner \$36.
- Alcoholic beverages are not reimbursed by the College.

## 5. RECRUITMENT AT CONFERENCES - Dean and Provost Confer

- Faculty may attend national/regional conference to recruit candidates for tenure-track positions.
- A maximum of two search committee members may be reimbursed to attend a conference for the purpose of recruitment.
- Academic Affairs will reimburse the following expenses for each faculty member according to TCNJ's Travel Policy:
  - Up to \$500 in travel expenses
  - Meals will be reimbursed at the GSA Per Diem rate for the particular travel destination
  - Conference registration fee(s)
- Chair and dean approve request via online Travel System

## 6. REIMBURSEMENTS

- Department submits completed Check Request Form with all receipts to Academic Affairs.
  - Please use updated check request form on the Finance and Business Services page <http://finance.tcnj.edu/forms/>
- For EMPLOYEE reimbursement, submit a Check Request Form with itemized receipt(s) and list of guests to Academic Affairs. Faculty/Staff travel related expenses should be processed through Concur.  
Use Chart of Accounts: TCNJ-608020-100000-1000-325-2077-0000-0000-0000
- For CANDIDATE reimbursement, submit completed Check Request Form with all receipts and include candidate's name and address where check should be mailed.  
Use Chart of Accounts: TCNJ-608020-100000-1000-325-2077-0000-0000-0000