

FACULTY INTERVIEWEE TRANSFER REQUEST PROCEDURES

An "interviewee" is a candidate who is interviewing for an **authorized position** at ASU. See [Fin 421-002](#). The College of Liberal Arts & Sciences Office of the Dean (The College) pays for **TENURE-TRACK FACULTY** interviewee expenses up to **two candidates for each authorized position** on the interviewee expense account via expense transfers.

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 Expenses Summary Form](#) before he/she leaves in case there are questions.

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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 Workday documents and/or pay for expenses using your departmental PCard.
2. Use spend code SC0369 for airline expense.
3. Use spend code SC0370 for hotel and other expenses (Per diem, transportation)
4. Once your documents have expensed, complete the [Faculty Interviewee Expense Transfer Request Form](#) and send the completed form along with pdf copies of your documents in one packet per interviewee.
5. Make sure to review the checklist to ensure you have all proper documentation.
6. The College will enter the transfer in Workday.
 - a. Note: Effective immediately each transfer entry will be by spend code.

HOTEL BILLS

- Remember no **long-distance** calls but we will 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 the department's 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 the departments' 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.
- **Who do I contact if I have a question?** –

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