



Travel Guidelines for ACC Out-of-Town Faculty Interviewees

Funding is made available for interviewees' travel reimbursement each fiscal year when approved in the College budget by the President. The Office of Human Resources oversees approved funding for travel and lodging and processes all reimbursement requests pertaining to hiring.

Purpose

Travel reimbursement is available to cover the cost of an out-of-town interviewee's airline, hotel stay and ground transportation for an overnight stay to interview for a full-time faculty position. Such events are categorized as applicant travel.

Process

Committee Chairs may request travel reimbursement for up to two candidates per vacant position. **Travel requests must first be approved by the appropriate Dean and Vice President.** Committee Chairs must then contact the AVP's Office in Human Resources to request funding to airline travel, hotel stay, ground transportation and/or accrued mileage. **Applicants should be encouraged to secure the lowest rate for which they are eligible.** Committee members are highly encouraged to make arrangements to greet interviewees at the airport/hotel and drive them to Austin Community College for their interview.

Funds for ground transportation covers the costs associated with shuttles and/or taxis to and from the airport, hotel and interview. Funding may also be utilized for mileage reimbursement for those interviewees who choose to drive their vehicles from cities outside of the Greater Austin area. Funding will not cover costs associated with rental vehicles. Interviewees are responsible for all meal costs.

The following two forms must be completed and submitted with receipts attached to the AVP of Human Resources for an applicant's reimbursement for travel expenses:

- Out-of-District Travel Reimbursement Report form (*signed at the interview*)
- W-9 form (*completed and signed by applicant at the interview*)

The Out-of District Travel Reimbursement Report form must be completed in its' entirety. "Applicant Travel" should be selected for Reason for Travel. ACC does not cover the costs of meals. Applicants must attach their receipts for complete reimbursement.

Contacting Candidates by Telephone

Once travel requests are approved, the Committee Chair is responsible for contacting out-of-town interviewees to invite them to an interview. The following information should be discussed with each interviewee by telephone:

- 1) Notify interviewees that they should be prepared to interview before a committee panel of four or more ACC employees.
- 2) Interviewees will be reimbursed for all costs associated with travel and lodging in accordance to the ACC travel guidelines for hiring. Funding does not cover meals. Interviewees are responsible for paying for the cost of all meals.
- 3) Interviewees are responsible for making their own travel arrangements. This may include securing round trip airline tickets, ground transportation (to and from the airport or interview location) and hotel stay for one night. Interviewees may only be reimbursed for a one night hotel stay. The department should be prepared to provide the candidates with hotel information.
- 4) Travel arrangements are to be made at the lowest transportation rate available. Lodging is expected to be reasonably priced and made in close proximity to the interview location or airport.

Interview Invitations by U.S. Mail/E-Mail

Committee Chairs are responsible for mailing/e-mailing each out-of-town guest (previously approved for travel reimbursement) an invitation to interview. The purpose of the written invitation is to confirm details discussed in their initial telephone conversation pertaining to travel, lodging and preparation for an interview.

Important: The Hiring Committee Chair must obtain the signature of the applicant on the Out-of-District Travel Reimbursement Report at the time of the interview. You may complete the form upon the candidate return home after all expenses are reported.

Written Interview Invitations are to Include

- 1) Interview location (address, building # and room #)
- 2) Contact information for the committee chair (i.e. name, phone numbers, email address, etc.). Include phone numbers in which someone can be reached on the day of the interview. Encourage interviewees to use the contact information to call the hiring committee if they are lost or running late etc.

ACC employees who are listed as a contact should be available to receive phone calls from interviewees 2 hours prior to the time of a scheduled interview.

- 3) Provide interviewees with 2-3 suggestions of hotels in close proximity to the interview/airport (name, address, reservation telephone #). Please utilize the words, "lowest rate available" and/or "reasonably priced" in your communication.
- 4) Provide interviewees with directions to include approximate travel time from the airport to the hotel. Remember to consider the day of week and time of travel when approximating time.

Hiring Committees are highly encouraged to make arrangements to greet out-of-town interviewees at the airport and/or hotel and take them to their interview or hotel destination. The greeter may be someone who is not on the committee so that members of the committee may proceed with interviewing others according to schedule.

Reimbursements

Interviewees are to **mail** their **receipts** back to the Committee Chair **within one week after the interview**. Reimbursements will be sent to the address given on the W-9 form. Committee Chairs are encouraged to keep the applicant's phone number and e-mail address for potential future communication about their reimbursement.

Committee Chairs are to obtain the Out-of-District Travel Reimbursement Report form W-9 form, and receipts from each applicant and forward them to Rhonda Fenner located on the 6th floor at the Highland Business Center, Office of Human Resources. Reimbursement checks will be processed in a timely manner in accordance to the College's Accounts Payables processes and mailed to the applicant.