Office of the Provost
Procedures for Reimbursement of Faculty Candidate Campus Visit Expenses

- The Office of the Provost will pay the total amount of travel expenses for up to *three* candidates (requests for more than three candidates visiting campus must be approved by the Dean of the division and endorsed by the Office of the Provost). The copies of itineraries and receipts for travel must be submitted to the Office of the Provost to the attention of Amy Askren. The cost of travel should be charged to the department and the Office of the Provost will transfer funds to the account designated by the department to cover those costs.

- The Office of the Provost will pay per diem costs to the department for up to *three* candidates based on the following rates. (When making hotel reservations, make sure to check for any special rate for UD guests.)

Breakfast	$ 20.00
Lunch	$ 50.00
Dinner	$120.00
Lodging	$130.00

  Based on the itinerary of each candidate, the Office of the Provost will transfer the funds at the above rate to the account designated by the department. Itineraries for the faculty candidates *must* be submitted at the end of the search process. The itineraries must reflect who is in attendance at the events listed. Please note meals of the candidate *alone* will be reimbursed at the cost to the candidate (provide receipt). Meals not indicated clearly on the itinerary will *not* be reimbursed. No receipts need to be submitted to the Office of the Provost other than those mentioned above.

- Any expenses beyond the per diem allowance are the responsibility of the department and the division. Conversely, under spending will not affect the transfer of per diem funds to the department. The Office of the Provost does not pay for miscellaneous office expenses related to the search or for advertising.

- All travel expenses and itineraries of *all* of the candidates should be submitted together to the Office of the Provost at the conclusion of the search. Itineraries should indicate arrival and departure in Dayton and with whom the candidate will be meeting and/or dining. Sample itineraries are located in the Resources section of the Guidebook for Faculty Recruiting and Hiring.

- Original receipts for per diem expenses must be maintained within departments for two years after the conclusion of the search.

- All copies of receipts for air/car travel and itineraries for candidates should be submitted to

  Ms. Amy Askren
  Office of the Provost SM 212
  Campus Zip – 1634

Please contact Amy Askren with any questions by e-mail: Askren @udayton.edu or calling x9-3334

SAMPLE ITINERARY

Department of Sociology, Anthropology, and Social Work

Michael R. Norris, Ph.D.

Monday, February 26, 2001

approx. 2:30 p.m.	Arrival (driving)	
	Hotel: Holiday Inn Dayton-South 2455 Dryden Road, Moraine 937-294-1471 Reservation #65995799 (all charges to be billed to department)	
	Campus Tour (if time)	
3:00-3:30 p.m.	Sit in on a class: SOC 334 – Religious and Society	Sr. Laura Leming (SJ 230)
3:30-4:00 p.m.	Director, Criminal Justice Studies Program CJS/Coordinator for Community Relations	Dr. James Adamitis (x94242; SJ 436) Prof. Timothy Apolito
4:00-4:30 p.m.	Interview	Drs. Linda and Theo Majka
	Dinner	Drs. Linda and Theo Majka

Tuesday, February 27, 2001

7:30-8:50 a.m.	Breakfast, review schedule, interview	Dr. Fran Pestello, chair
9:00-9:45 a.m.	Associate Provost	J. Untener (x93334; SM 206)
10:00-10:30 a.m.	Interview	Sr. Laura Leming
10:30-11:00 a.m.	Interview	Dr. Jennifer Davis-Berman Dr. Sandra Taylor
11:00-11:30 a.m.	Interview	Dr. Steven Dandaneau
11:30 a.m.-noon	Interview	Dr. Patrick Donnelly
noon-1:00 p.m.	Lunch on campus	P. Donnelly, L. Leming D. Miller, Fran Pestello
1:00-1:30 p.m.	Interview	Dr. Clare Talwalker Dr. Angela Yancik
1:30-2:00 p.m.	Dean, College of Arts & Sciences	Dr. Mary Morton (x92601; OR 100)
2:00-3:00 p.m.	Free time	
3:00-4:30 p.m.	Presentation	413 St. Joseph Hall
4:30 p.m.	Social	413 St. Joseph Hall
5:00 p.m.	Wrap-up with Chair	F. Pestello
	Dinner	P. Donnelly, Fran Pestello

Departure: Tuesday night