

EDINBORO UNIVERSITY OF PENNSYLVANIA

## **REIMBURSEMENT FOR TRAVEL EXPENSES RELATED TO SEARCH ACTIVITIES-Policy No. G006**

Supersedes Policy No. G006, Dated 12/4/89

Recommended for Approval By David M. O'Dessa, Vice President for Administration and Institutional Advancement

Approved By Foster F. Diebold, President on June 25, 1993

Review Date: As Required

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### **INTENT**

It is the intent of this policy to establish guidelines for reimbursement to candidates for travel expenses relating to Edinboro University search activities.

### **POLICY** - Edinboro University of Pennsylvania

All candidates may be reimbursed for travel expenses relating to interviews for positions on this campus, based on the following guidelines:

1. The appropriate Vice President may recommend to the President the reimbursement of travel expenses to candidates for positions within their division, as appropriate.
2. Expenditures incurred by the applicants will vary and will be based on appropriate need. All approvals for expenditures for the applicants will be approved by the appropriate Vice President and forwarded to the Human Resources Office.
3. Travel expenses will be reimbursed in accordance with SSHE and Commonwealth of Pennsylvania Travel guidelines.
4. Search committee members are not to be reimbursed for their meals relative to search activities.

### **POLICY** - Board of Governors (Approved 10-21-86)

The Chancellor and each President may reimburse applicants for employment for the cost of travel in connection with the interview process. Hotel or transportation orders may be utilized but no cash advance may be granted. The number of applicants authorized to travel at University expense shall be held to the minimum required, in the opinion of the Chancellor or the President.