

Policy Number: 115

### INTERVIEW EXPENSE PAYMENTS

The candidate is responsible for payment of all expenses incurred in a visit to the campus. The University shall reimburse the candidate for such expenses if the candidate is invited for the interview by the University. In some circumstances when a candidate is offered a position and declines to accept the offer, no reimbursement will be provided. The appropriate Dean makes this determination.

Reimbursement is made to candidates according to the following provisions:

1. Meals and Lodging: Actual expenses of the candidate, for receipts furnished. Meals are reimbursed up to the maximum allowed by the [State of Illinois Travel Regulation Council](#).
2. Automobile round-trip mileage at the maximum rate allowed by the [State of Illinois Travel Regulation Council](#).
3. Air or Train Travel: Actual coach fare of candidate for receipts furnished.

Approved:  
President  
March 30, 1989

Nomenclature Changes  
July 16, 1997

Monitor: President