

## **Department Instructions for Payment of On-Campus Interview Expenses**

Please follow the instructions described below for processing payments/reimbursements for on-campus interview expenses incurred by departments, employees and/or candidates. It is important to note:

- Any expenses incurred not in accordance with these instructions are the responsibility of the department.
- The Office of Human Resources (OHR) will pay for reasonable interview expenses for candidates participating in regular, full-time searches.
- The Hiring Manager/Search Committee Chair or Designee should review what is considered by the College to be reasonable expenses with the candidate. Please follow this link for [Candidate Instructions for Travel Reimbursement](#).

These instructions are based on the Amherst College Employee Travel, Meals and Entertainment Reimbursement Policy, along with Internal Revenue Service regulations. We encourage you to review the policy, which can be found at [https://www.amherst.edu/system/files/Travel\\_Policy.pdf](https://www.amherst.edu/system/files/Travel_Policy.pdf).

### **Expenses:**

Candidates are eligible to receive reimbursement for expenses listed below for one trip to campus.

- Mileage/transportation for more than 30 miles each way
  - Mileage will be reimbursed at the current Internal Revenue Service standard mileage rate. For more information visit <https://www.irs.gov/tax-professionals/standard-mileage-rates>.
- Parking and tolls
- Airfare (coach class or equivalent) at the most reasonable rate
- Lodging for one night, at the closest facility with the most reasonable rate, when traveling more than 60 miles each way
- Tips and gratuities up to 18%
- Candidate meals during scheduled travel time
- Meals as part of the on-campus interview:
  - Refreshments/Breaks/Lunch - Provided by Amherst College Catering
  - Dinner Off Campus - Includes the candidate plus up to four (4) guests

The following expenses will not be reimbursed:

- Companion travel and/or child care
- Personal expenses for candidate (newspapers, snacks, etc.)
- Incidental lodging expenses (hotel phone and movie charges, room/bar service/Wi-Fi)
- Trip/Travel Insurance (including car rental/air/lodging, baggage)

### **Receipts:**

- Receipts and/or invoices are required for all expenses, and must be submitted for processing to the OHR within two weeks of the interview date.
  - Meal receipts should include a complete list of attendees, titles, and purpose of the meal.
- Candidates must complete and submit a W-9 form along with their receipts in order to receive reimbursement (non-U.S. citizens and nonresidents refer to statement below). The W-9 form can be found at [https://www.amherst.edu/offices/human\\_resources/commonlyusedform/w-9](https://www.amherst.edu/offices/human_resources/commonlyusedform/w-9).

- Candidates who are either non-U.S. citizens or nonresidents must complete and submit a Form W-8BEN along with a copy of their visa and receipts for reimbursement. The W-8BEN form can be found at <https://www.irs.gov/pub/irs-pdf/fw8ben.pdf>.

If you have any questions, please contact the OHR at 413-542-2372 or [hr@amherst.edu](mailto:hr@amherst.edu).