



## **Campus Visit Reimbursement Information for Faculty Candidates**

We look forward to welcoming you to campus as a part of the search process for a faculty position. In this document, you will find information on reimbursement policies and procedures for your travel.

### **Reimbursement Procedure**

- Please complete the [Travel Expense Voucher](#) form and return to Sherry Docherty ([sherrydocherty@augustana.edu](mailto:sherrydocherty@augustana.edu)) ideally within one week after your campus visit if possible
- Include itemized receipts for all expenses. If itemized receipts are not included, the expense cannot be reimbursed.
- Reimbursements will be made by check. Check requests are due by 10:00 am on Mondays and will be processed and mailed by the end of the week. Requests received after the Monday deadline, will be processed the following week.

### **Travel to Rock Island**

- **Driving** - If you will be driving a personal car to campus, mileage will be reimbursed at the rate of 24 cents/mile.
- **Flying** - Augustana will reimburse you for the cost of coach/economy airfare. Seat upgrades and baggage check will not be reimbursed. If your flight costs exceed \$750, please contact Sherry Docherty ([sherrydocherty@augustana.edu](mailto:sherrydocherty@augustana.edu)) before booking.
- **Ground transportation** – Please consult your itinerary to see if transportation will be provided to and from the airport and campus. Augustana will reimburse any uncovered ground transportations needs to and from the airport or campus.

### **Meals/Food**

- During your campus visit, most of your meals will be with students or faculty and will be paid for by the College. Please consult your visit itinerary.
- We will reimburse you for any additional meals during your travel. Please provide the itemized bill and receipt for each of your meals. While there is no per meal or per diem limit, please use reasonable judgment for meal costs. Alcohol is not reimbursable.

### **Hotel Accommodations**

- The Office of Academic Affairs will arrange and pay for hotel accommodations for you. Please consult your search itinerary for more information. You will be asked for a credit card upon checking into the hotel only for any incidental expenses incurred.