



## **Office of Human Resources**

### **Search Process Expense Procedure**

Search expenses are not standard for all searches and are expected for faculty, executive, and some administrative positions. If you are unsure if a search qualifies for expenses to be paid, please contact the Office of Human Resources at (315) 792-3276.

Travel reimbursement for candidates including travel, lodging, and meals will be administered in accordance with the College's Business Travel and Entertainment policy:

<http://www.utica.edu/policies/policies.cfm?id=92>.

It is the responsibility of the search chair or administrative assistant to inform the applicant of the type of expenses that may be reimbursed and the required documentation (such as receipts and W-9).

#### **Travel Arrangements**

Candidates are expected to make their own travel arrangements and complete the necessary expense reports at the conclusion of their trip to campus. Where appropriate, candidates may drive their own vehicle for a mileage reimbursement rate set by the federal government (see Business and Travel Entertainment Policy: <http://www.utica.edu/policies/policies.cfm?id=92>) or they may book airfare (coach rate). Prior to inviting a candidate to campus from out of the area, the search chair must confer with his/her area Vice President (Administrative or Executive searches) or the appropriate Dean and Provost (Faculty searches). Original receipts must be submitted for airfare and tolls. Faculty candidates who are arriving at the airport should be picked up and dropped back off by a member of the search committee. Any other mode of transportation for a faculty search (limo or rental car) must be approved by the area Vice President or Provost. International candidates need to get to the United States on their own and the College will pay to get to campus.

#### **Accommodations**

Utica College has agreements with area hotels (listed below) for a discounted rate and direct billing. Utica College will pay for one night's stay unless candidate is traveling from a different time zone and requires a two night stay (when participating in a full day interview). Otherwise any additional night stay must be paid by the candidate. Please note that local candidates (within a 50 mile radius) do not qualify for a paid overnight stay. Contact the Office of Human Resources to book the hotel or be sure to book under the Utica College employee discount and request that the invoice be mailed directly to the Office of Human Resources.

#### Utica

Ramada Inn - 141 New Hartford St., New Hartford, NY 13413 TEL: (315) 735-3392

Holiday Inn - 1777 Burrstone Rd New Hartford, NY 13413 TEL: (315) 797-2131

Radisson Hotel-200 Genesee Street, Utica, NY 13501 TEL: 797-8010  
Hampton Inn & Suites - 201 Woods Park Dr, New Hartford, NY, 13323 TEL: (315)793-1600  
Hotel Utica - 102 Lafayette St, Utica, NY 13502 TEL: (315) 724-7829  
Hampton Inn - 172-180 N Genesee St, Utica, NY 13502 TEL: (315) 733-1200

#### Syracuse

Best Western – Syracuse Airport, 900 Col Eileen Collins Blvd, North Syracuse, NY 13212  
TEL: (315) 455-7362

#### Albany

Hilton Garden Inn – Albany Airport, 800 Albany Shaker Rd, Albany, NY 12211 (518) 464-6666  
The Desmond Hotel – 660 Albany Shaker Road, Albany, NY 12211 (800) 448-3500

### **Meals/Dinner**

If dinner is scheduled for the candidate, only two UC members of the search committee should be invited to the dinner unless prior permission has been obtained from the area Vice President or Provost. The restaurants listed below will directly bill Utica College.

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|---|---------------|
| 1. Bella Cucina - New Hartford          | TEL: 736-4855 |
| 2. Chesterfields - Utica                | TEL: 732-9356 |
| 3. Delmonico's – Utica                  | TEL: 732-2300 |
| 4. Holiday Inn – New Hartford           | TEL:797-2131  |
| 5. Hotel Utica - Utica                  | TEL: 724-7829 |
| 6. Michael T's – New Hartford           | TEL: 724-4882 |
| 7. Phoenician Restaurant – New Hartford | TEL: 733-2709 |
| 8. Symeon's - Yorkville                 | TEL: 736-4074 |

If the restaurant selected is not on this list, a member of the search committee or his/her designee (or someone from the Office of Purchasing) should call ahead to ask if the restaurant will bill directly. Alternatively, a member of the search committee may choose to use his/her own credit card for reimbursement after the meal. Employees who have Utica College credit cards may use the card to avoid having to file for reimbursement.

Please note that members of the search committee are expected to select moderately priced restaurants to host dinners for candidates.

- When making the reservation, state that it is to be billed to Utica College.
- An original tax exempt form should be taken to the restaurant. The form may be found on the Purchasing/Accounts Payable website at the following link:  
<https://www.utica.edu/finance/comptroller/purchasing/forms.cfm>
- A business card should be presented at the restaurant to be attached to the direct bill.
- The person should get an itemized receipt upon leaving the restaurant.
- The bill from the restaurant will be sent to the name of the person appearing on the business card or in some instances to the Office of Purchasing.
- When the bill is received, a Banner requisition should be generated in the school or department office stating the restaurant, date, and names of the people who attended.
- The requisition will be approved.

- The itemized receipt with the names of the attendees should be sent to Purchasing after electronic submission.

If a reception is to be held, the search chair (or his/her designee) should plan on 25 members of the College community when ordering food. Orders should be limited to three food items (selecting from a cheese platter, fruit platter, hot appetizers, and/or cold appetizers), assorted sodas, two bottles of wine (1 white and 1 red), a decanter of water, and iced tea or lemonade. Please note that unopened bottles of wine are not to be taken from the reception room as we will receive credit for all unopened bottles.

### **Candidate Interview Schedule**

It is customary for Executive and Faculty level positions to hold full day interviews, or interviews of up to a day and a half. These schedules should mirror the following outline and be prepared and coordinated by the appropriate Administrative Assistant:

- Breakfast at the candidate's hotel or area restaurant (ie: IHOP)
- Campus tour
- Meeting with the Dean of the appropriate school or leadership representative
- Meeting with the search committee
- Lunch with two members of the search committee (preferably in campus dining hall)
- Presentation to members of campus (please schedule at least 15 minutes of free time before presentation for candidate to prepare)
- Class presentation to students (Faculty searches only)
- Meeting with the President or Provost or Associate Provost (afternoon only for Faculty searches)
- Meeting with President & Provosts cabinet (Executive searches)
- Meeting with Board of Trustees
- Tour of the community (off campus)
- Open Reception
- Dinner (either night of arrival or day of interview)

If an open reception will not be held, dinner with candidate may be extended to the entire search committee with approval from the Provost (Faculty searches only).