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 may be picked up and dropped back off by a member of the search committee or rent a car and transport themselves. International candidates need to pay for the airfare to the United States and the College re-imburse for travel to the 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
Holiday Inn (preferred) - 1777 Burrstone Rd, New Hartford, NY 13413 - TEL: (315) 797-2131
Delta Hotel - Utica (formally Radisson) - 200 Genesee Street, Utica, NY 13501, (315) 797-8010
Hampton Inn & Suites - 201 Woods Park Dr, New Hartford, NY, 13323, (315) 793-1600
DoubleTree by Hilton Hotel Utica - 102 Lafayette St, Utica, NY 13502, (315) 724-7829
Hampton Inn - 172-180 N Genesee St, Utica, NY 13502, (315) 733-1200

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

Albany
Meals/Dinner
If dinner is scheduled for the candidate, only two UC members of the search committee should be invited to the dinner. Please note that members of the search committee are expected to select moderately priced restaurants to host dinners for candidates.

1. Bella Cucina - New Hartford TEL: 736-4855
2. Chesterfields - Utica TEL: 732-9356
3. Delmonico’s – Utica TEL: 732-2300
5. Hotel Utica - Utica TEL: 724-7829
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. For additional information on appropriate reimbursable expenses please reference the Business Travel and Entertainment policy at: https://www.utica.edu/policies/policies.cfm?id=92

- When making the reservation, state that it is to be billed to Utica College.
- An original tax exempt form signed by the Director of Business Services will be made available by contacting Purchasing and should be taken to the restaurant.
- 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 10 members of the College community when ordering food. When possible, combining receptions for multiple candidates should be arranged. 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. 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).

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 area 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 Cabinets (Executive searches)
- Meeting with Board of Trustees
- Meeting with the Community Liaison
- Open reception (faculty & executive searches only)
- Dinner (either night of arrival or day of interview. If day of interview, no reception is necessary)