

## OFFICE OF ACADEMIC AFFAIRS

### INDIANA UNIVERSITY - PURDUE UNIVERSITY FORT WAYNE

#### INSTRUCTIONS FOR PROSPECTIVE EMPLOYEE REIMBURSEMENT

As a rule, candidates brought to IPFW to interview for professorial positions will be asked to pay for their travel and lodging during their trip. They will be reimbursed for such expenses, according to the procedures and amounts listed below:

1. Prospective employees will be reimbursed for normal and reasonable expenses including transportation costs\*, meals, lodging, taxis, tolls, parking, etc. Expenses are reimbursed as follows:
  - a. Meals are reimbursed as follows:
    - With an overnight stay: up to the maximum meals & incidentals reimbursement rate (M&IE Rate) for the city of Fort Wayne published by GSA at [http://www.gsa.gov/Portal/gsa/ep/contentView.do?queryYear=2008&contentType=GSA\\_BASIC&contentId=17943&queryState=Indiana&noc=T](http://www.gsa.gov/Portal/gsa/ep/contentView.do?queryYear=2008&contentType=GSA_BASIC&contentId=17943&queryState=Indiana&noc=T).
    - Without an overnight stay: at the same day travel rate published by Accounting Services at <http://www.purdue.edu/travel/Subsistence/Welcome.html>.
  - b. Lodging is reimbursed at single room rate.
  - c. Airfare is reimbursed at coach rate.
  - d. Personal auto mileage is reimbursed at current mileage rate published by Accounting Services at <http://www.purdue.edu/travel/Transportation/Car/privatecar.htm#currentrate>.

\*Rental vehicle expenses for commuting around the Fort Wayne area are not reimbursed.

**Original** receipts are **required** for reimbursement of meals, transportation (airfare, bus, train, etc.) and lodging expenses. Other normal and reasonable expenses are reimbursable without receipts, but receipts are encouraged to avoid confusion.

2. After completion of the interview trip, the prospective employee should prepare an itemized listing of reimbursable expenses incurred during the interview trip. The itemized listing, with original receipts attached, should be sent to the chair or designee of the department with whom the prospective employee interviews as soon as possible following the interview. The reimbursement process will begin after the itemized expenses and receipts are received by IPFW.
3. The department, after receiving the itemized listing of expenses with receipts, will prepare an Invoice Voucher, attach a copy of the approved Form 17C and process it through administrative channels to reimburse the prospective employee.
4. The prospective employee should receive his/her reimbursement check approximately five to ten working days after the Invoice Voucher is processed. The entire process may take twenty working days or longer, depending upon the processing time of the various units involved.