Procedure for Pre-Employment Interviews

NOT IN EFFECT UNTIL JANUARY 1, 2027



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Responsible Unit: Office of the Associate Vice-President (Finance) and Chief Financial Officer

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Most Economical: Refers to the travel option that provides the best overall value for the University, considering price and efficiency among other factors. While this is often the least expensive option, there are situations where a slightly higher rate or fare may be deemed more economical, such as a hotel that is closer to meeting venues and decreases transportation costs.

Receipt: The proof of travel expense payment required to support the amount requested for reimbursement on a travel expense claim.

Travel Service: A commercial service that provides travel quotations and bookings and assists with booking management. Information on the University's current supplier can be found via Strategic Procurement.

Unit Head: Those holding the responsibility of a unit's budget and activities (or their delegate), with the authority to approve travel and the ability to assess that such travel is necessary, reasonable, legitimate, and appropriate.

University: Memorial University.

Procedure

1. General

1.1. This procedure supplements the *Travel Expense Management Policy* and related policies and procedures and should be read together with those documents. Where a Traveller is subject to a contract or agreement that requires alternative arrangements, those arrangements will be supported during the authorization and claims process with such provisions attached.

1.2. The invitation to attend an interview should provide the candidate with:

a) Information on the process that will be followed to make travel arrangements;
b) Expenses that will be covered by the University; and
c) How expenses will be paid.

1.3. Candidates should consult with their University contact when clarification is required.

1.4. Pre-employment interview travel arrangements may be handled through the following options:

a) Arranged and paid directly by the recruiting unit.
b) Arranged and paid by the candidate and reimbursed to the candidate after the visit.
c) A combination of options (a) and (b).

2. Authorization

2.1. Travel for interview candidates must be authorized by the appropriate Unit Head or search committee via the *Visitor Approval Form* prior to committing funds to travel.

2.2. The candidate's spouse/partner, or a dependent child may be invited to accompany the candidate for the pre-employment interview where budget allocations allow.

2.3. For any travel expense not provided for under this *Procedure*, application must be made to the Vice-President (Finance and Administration) for further authorization as a Travel Deviation if first approved by the Unit Head.

3. Reimbursable Expenses

3.1. Reasonable and economical expenses incurred for an eligible candidate's pre-employment interview travel will be reimbursed with the authorization of the Unit Head and Receipts in accordance with the following:

a) Transportation to and from the interview for the candidate and their partner/spouse or dependent child will be reimbursed at the Most Economical and reasonable mode of transportation available, and in any event, should not exceed economy fare from the airport closest to candidate's place of residence, to the airport nearest the location of the interview.

b) The cost for one standard room in commercial or private accommodations will be reimbursed to a maximum of four (4) nights.

(i) Private accommodations (i.e. staying with friends or family) will be reimbursed as per the Schedule of Reimbursable Expenses. The rate is reimbursed nightly per family, and not per night, per traveler.

c) Candidates and their partner/spouse or dependent child will be reimbursed for the meal per diem and incidental allowances as per the Schedule of Reimbursable Expenses.

d) Candidates may be hosted for meals by the University during their interview visit in accordance with the *Hosting Policy*. Candidates may not claim hosting expenses themselves.

   (i) When a candidate has been hosted for a meal by the University, that meal must be removed from the candidate's meal per diem claim for that day.

e) Vehicle rentals may be reimbursed at the discretion of the Unit Head if considered the Most Economical of transportation during the visit.

4. Reimbursement of Expenses

4.1. After travel is completed and where a candidate has paid for their own travel (see section 1.3 above), the candidate will complete a Travel Claim Form with original Receipts (where required) and submit the claim for approval to their host Unit Head as per the *Procedure for Travel Claims and Reimbursement.*

4.2. When a candidate chooses to travel by an indirect route or transportation method that extends travel time and cost, the candidate will be reimbursed for their actual cost of travel with Receipts to a maximum of the estimated cost of the most reasonable travel route by the most cost-effective means of transportation.

Related Documents

Schedule for Reimbursable Expenses
Procedure for Travel Authorization
Procedure for Travel Expense Management
Procedure for Travel Claims and Reimbursement
Travel Claim Form
Visitor Approval Form

Policies using this Procedure:

Hosting Policy
Travel Expense Management Policy
Travel Outside of Canada Policy