

# Faculty Recruitment Travel Procedures

## THE CAMPUS VISIT

- Dean notifies department of candidates approved for campus interview
- Search committee arranges campus interviews, including appointments with Dean and Provost's office. (**Check Provost's availability before scheduling candidate's visit to campus.**)
- Allowable expenses include travel, transportation, accommodations, and meals, excluding alcohol. Department chairs should notify Provost Office (ext. 3080) prior to extraordinary expenses.
- Departments are responsible for preparing Accounts Payable Check Request Forms (PeopleSoft Chartfield: Fund 10, Class 01, Dept ID 1806, Account 54110 for faculty reimbursement; Account 54100 for candidate reimbursement).

## 1. TRAVEL

- Department submits check request form (see above for chartfields) and appropriate receipts to Academic Affairs, including candidate's social security number and address where check should be mailed.

### Airplane

- Arranged by candidate
- Call Academic Affairs if airfare is over \$500
- Candidate should submit airline ticket receipt to department

### Car (Privately owned vehicle)

- Mileage to and from home reimbursed currently at \$0.58.5 per mile
- Submit receipts showing amount and date for toll and parking
- Motor vehicle violations are the obligation of the candidate

### Train/Commercial Bus:

- Arranged by candidate
- Reimbursement should not exceed equivalent cost of airfare
- Submit detailed receipt/ticket stub for reimbursement

### Car Rentals:

- Arranged by candidate
- Used only when overall cost of rental is less than cost of other means of transportation or when no other means of transportation are available.
- Carry motor vehicle liability insurance and submit copy of card, original receipts, and rental contract
- Select most economical rental
- College not liable for motor vehicle violations or accidents

## 2. TRANSPORTATION to Hotel and TCNJ

- Every effort should be made for a faculty member/search committee member to meet the candidate and bring him or her to the hotel or campus. Meeting the candidates at the airport or train station portrays a positive message about the college and the department. Since this is considered official college related travel, the TCNJ employee must submit an online travel request prior to the dates of the candidates' arrival for insurance and reimbursement purposes.
- Otherwise, arrangements can be made by the department for transportation to hotel/campus using the following (or other) services. **Please note: these services can sometimes run from \$120-\$160 one way.**

### **Levin Limousine – will fax invoice to TCNJ Academic Affairs**

**Address:** 142 W. Delaware Ave  
Pennington, NJ 08534  
**Phone:** (609) 737-0074

### **Trent Cab and Limo Service**

**Address:** 1827 Brunswick Pike  
Lawrenceville, NJ 08648  
**Phone:** (609)-394-1213

### **King's Limousine and Transportation Service**

**Address:** 3490 US Highway 1  
Princeton, NJ 08540  
**Phone:** 1-(800)-951-2680

## 3. ACCOMMODATIONS

- Department arranges for overnight hotel accommodations as needed (*except* for Courtyard Marriott). Candidate not required to pay when staying at College-approved hotels.
- Personal charges will be responsibility of candidate
- TCNJ is tax-exempt and all room/city/state taxes should be omitted from invoice.

### **A. Courtyard Marriott Has a direct-bill account with TCNJ – make reservations through Academic Affairs – academic@tcnj.edu or (609) 771-3080**

360 Scotch Road, Ewing  
**(609) 771-8100**

- Approximately 2.5 miles from TCNJ
- College-negotiated rate is \$134.00
- Restaurant on premises
- Email [academic@tcnj.edu](mailto:academic@tcnj.edu) with dates of stay, and confirmation numbers will be sent back to department.
- Direct billing with TCNJ

**B. Marriott at Lafayette Yard**

1 West Lafayette Street, Trenton, NJ

**(609) 421-4000**

- Approximately 4 miles from TCNJ
- Restaurant on premises

**C. Palmer Inn (Best Western)**

Rt 1, Princeton

**(609) 452-2500**

- Approximately 8 miles from TCNJ
- Restaurant on premises

#### 4. MEALS

##### *On-campus meals*

- Academic Affairs maintains debit cards that can be used for on-campus meals in the 1855 Room, or any other campus site.
- Use of the card should be scheduled with Academic Affairs (x3080)
- Cards may be picked up in Academic Affairs the day before or the day of the interview.
- Receipts must be returned with the card
- Card is not to be used for more than 5 guests without prior approval.
- Tips not included and not reimbursed

##### *Off-campus meals*

- Search committee may plan an off-campus breakfast, lunch or dinner meeting with candidate.
- An employee of TCNJ, not the candidate, should pay restaurant bill and obtain itemized receipt. **Only itemized receipts will be reimbursed by the College.**
- Must be a reasonably priced restaurant; if two nights of dinners, limit number of party
- The College will reimburse 3-4 members of the search committee. Reimbursement will not be made for other guests not on the search committee or that exceed the maximum number allowed.
- Alcoholic beverages are not reimbursed by the College.
- Candidates reimbursed for allowable off-campus meals only. Example: when in travel status for campus interview and returning home in late afternoon, dinner is not reimbursable. Similarly, when leaving for travel in the morning, breakfast is not reimbursable. Candidate's meals are reimbursed according to TCNJ's Travel Regulations: currently, Breakfast \$8, Lunch \$8, Dinner \$20.
- For EMPLOYEE reimbursement, submit a Check Request Form with itemized receipt and list of guests to Academic Affairs. Use PeopleSoft Chartfield: Fund 10, Class 01, Dept. ID 1806, and Account 54100 (note the different account number).

**5. RECRUITMENT AT CONFERENCES - Dean and Provost Confer**

- Faculty may attend national/regional conference to recruit candidates for tenure-track positions.
- A maximum of two search committee members may be reimbursed to attend a conference for the purpose of interviews.
- Chair and dean approve Travel Request form online
- Include PeopleSoft Chartfield: Fund 10, Class 01, Dept. ID 1806, and Account **54100 (note the different account number)**.