



## Director of Extension

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### EXTENSION FIELD FACULTY CANDIDATE INTERVIEW GUIDELINES

Updated January 10, 2018

Interview candidates are responsible for all expenses incurred for the interview trip and will be reimbursed according to MSU Extension guidelines. **You must submit your interview expense request with 90 days after incurring the expense or you waive your rights to reimbursement.**

Please give careful consideration to the following MSU guidelines:

- (A) If the interview candidate is from out of state, the individual must investigate the **most economical and expeditious mode of transportation to travel to the interview site**. Either on-line or through a travel agency, the candidate should research the cost of the least expensive airfare (including tax and airport fees) to the interview site and print the results. If the candidate is within a two state radius, it may be more economical to drive. Please check a web site, such as Map Quest, to calculate the distance. The candidate can then decide whether to fly or drive. The guidelines listed below will be utilized if the individual chooses to drive to Montana.

From Montana State University Business Procedures Handbook: **Wording Modified for use by MSU Extension, approved by Laura Humberger, Controller and Kellie Peterson, Legal Counsel.**

IN LIEU OF AIRFARE, an interview candidate may wish to use other than the most economical and expeditious mode of transportation to complete an interview. For example, the candidate may prefer to drive a private vehicle to the interview destination rather than fly. To drive would require more travel time and more cost than airfare. When other than the least expensive travel service is used, a full explanation of the justifying circumstances **MUST** be included with the reimbursement claim. The candidate will be given "air travel equivalent"--the most economical airfare in lieu of fuel receipts as though the trip had been made on a commercial airline. The remaining travel time (in excess of air travel time and two days for the interview) would have to be completed on the candidate's own time and expense.

- (B) In-state interview candidates should also investigate the most economical and expeditious mode of transportation to complete an interview. Interview travel reimbursement will be determined case by case and will take into consideration mileage and travel time.

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## AIR TRAVEL

- Candidates should research and document the least expensive airfare (including tax and airport fees) to the interview site. If the airfare costs less by extending your trip a day or two, please recognize that the additional day(s) will also increase costs for lodging, meals, car rental, etc., and therefore may not be as economical. Please factor this in when making your decision;
- Please document your odometer readings to and from the airport if you use your personal car. You will be reimbursed 0.54.5¢ per mile;
- Be sure to keep a copy of the airplane ticket (paper or e-ticket) for later submission;
- Because of the extreme cost differences in car rental agencies, we encourage candidates to do a cost comparison before finalizing a car rental.

## AUTOMOBILE TRAVEL

- Please refer to section (A), (B) and "IN LIEU OF AIRFARE" sections above.

## SUBMITTING INTERVIEW EXPENSES - Can be written or typed on plain white paper:

Please include the following:

- Completed and signed W-9 "Request for Taxpayer Identification Number and Certification" form which will be given to you by the Regional Department Head at your interview. This form may be downloaded from [www.irs.gov](http://www.irs.gov). If you have interviewed previously with MSU, you do not need to resubmit another W-9;
- Full name and mailing address where reimbursement should be sent
- Social Security #
- If appropriate, odometer readings to and from the airport if a personal vehicle is used. You will be reimbursed 0.53.5¢ per mile;
- If appropriate, submit your airline ticket. If it is an e-ticket, candidates need to submit a copy of their itinerary which displays the total cost of the ticket. If candidates have purchased a paper ticket, they should submit the last section of the ticket that displays the cost (in the lower left-hand corner);
- See guidelines above if driving to the interview. Submit the printed cost of the most economic airline ticket as documentation **IF** you are traveling from out of state. If the fuel calculations, meals and lodging are less than airfare and you decide to drive, be sure to keep and submit your fuel receipts (not credit card receipts);
- Rental car if applicable: Submit a rental car (agency) receipt **and** fuel receipts (not credit card receipts);
- Date and time you left and arrived back at your home. Meal reimbursements will be based on these times;
- Day by day travel itinerary (for the interview);

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- Meals: Reimbursement for candidate only will be based on MSU guidelines as follows: Please document the time you entered Montana if driving from another state.

The following travel allowance schedule is used to reimburse MSU interview candidates in accordance with State policy.

<b>MEALS</b>	<b>TIME FRAME</b>	<b>IN STATE</b>	<b>OUT OF STATE</b>
Morning	12:01 am - 10:00am	\$5.00	\$11.00
Mid day	10:01am -3:00 pm	\$6.00	\$12.00
Evening	3:01 pm - 12:00 am	\$12.00	\$23.00
<b>FULL DAILY ALLOWANCE:</b>		<b>\$23.00</b>	<b>\$46.00</b>

Departure time and return time is normally considered to be when a candidate leaves from and returns to his/her residence.

- Lodging: Reimbursement will be based on MSU guidelines as follows:  
Submit the actual receipts from hotel/motel - not credit card receipt. If you did not stay at a hotel but with family/friends, you may claim \$12.00 “unreceipted” lodging per night.

Send to:  
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