

 <p><b>RHODE ISLAND COLLEGE</b></p> <p><b>OFFICIAL PROCEDURE</b></p>	<p><b><i>Travel by Candidates for Employment</i></b></p>	<p><b>EFFECTIVE DATE:</b> 2013/11/26  <b>REVISION HISTORY:</b> origination date unknown; revised 1996/01/02</p>
<p><b>RESPONSIBLE OFFICE:</b> <a href="#">Accounting Office</a></p>	<p><b>POLICY OWNER:</b> <a href="#">Director, Accounting Office</a></p>	<p><b>SUPERCEDES:</b> all prior versions</p>

- A. When bringing in candidates for vacant positions, the college prefers that candidates make their own transportation arrangements. The college will reimburse travelers at the lowest market rate. The college will make the hotel reservations. The college has arrangements for direct billing at the Courtyard by Marriott in Providence, the Hampton Inn & Suites in Providence, the Hilton in Providence, the Hotel Providence in Providence, the Old Court Bed & Breakfast in Providence, the Providence Marriott-Orms Street in Providence, the Renaissance Providence Hotel in Providence, the Wyndham Garden Inn (formerly the Radisson Harbor) in Providence and the Radisson Airport Hotel in Warwick.
- B. The search committee chair is responsible for notifying the candidate at least two weeks prior to the date of travel.
- C. The search committee chair must also obtain all original receipts from the candidate upon completion of the interview. These receipts include the airline ticket passenger receipt, hotel bill, taxi or shuttle receipts, parking, and meals (no alcoholic beverages will be reimbursed).
- D. Meal receipts should be the original itemized restaurant receipt with the actual purchase on it – not just the credit card receipt.
- E. The search committee chair must also obtain a W-9 form from the candidate in order for the reimbursement to be processed.