

SAN FRANCISCO STATE UNIVERSITY
2005/06 Procedure for Tenure Track Search Travel
(For NEW Campus Lodging information, see page four)

Allocation: Academic Affairs allocates \$1,500.00 per search to be applied toward travel and lodging costs. Other expenses (advertising, food, etc.) are paid from department/college funds.

Allowable Expenses: The allocation for faculty recruitment is to be utilized to cover the following expenses incurred by tenure track searches:

- **Transportation** to and from San Francisco and ground transportation between airports, trains, hotels.
- **Hotel accommodations** (room and tax only)

Search Number: A unique “search number” is issued for each approved search. If you do not know your search number, call Faculty Affairs at 338-2204 to confirm the correct search number.

Candidate List: It is important to send a **complete list** of the candidates invited for interviews to Meredith Duke in Academic Resources (mduke@sfsu.edu). Include the corresponding search number. This information is required to reconcile invoices from vendors.

When contacting your candidate, be sure that all agreed upon expenses conform to University travel regulations found on the SFSU website at <http://fiscaff.sfsu.edu/>.

Direct Billing: Vendors who provide direct billing (see below) invoice the University directly. These invoices are reconciled in Academic Resources. Colleges/departments **do not** need to process any paperwork when recruitment expenses are incurred with these vendors.

*Note: new campus procedure in 2005-06 for all direct-billed air tickets, see page 3.

International Travel: University Travel Procedures/Instructions (Section I, page 6); require that **"Payment of transportation and lodging is allowed only within the United States, unless reimbursement of international travel is authorized by the University President."**

If your search committee wishes to interview a candidate who requires payment of or reimbursement for international travel (this includes Canada and Mexico), the Dean must send a written request to the Provost. If the request is supported at this level, it will be forwarded to the President for approval. **No international travel commitments should be made until the President has authorized the travel.**

Reimbursement

Process:

Recruitment funds can be used to reimburse candidates for out-of-pocket expenses such as transportation and lodging when supported by appropriate receipts. University travel reimbursement procedures must be followed and the corresponding forms must be completed at the department or college and submitted to Academic Resources for approval and processing.

The types of expenses that are reimbursable include airfare, hotel and ground transportation paid directly by the candidate. Remember – when using one of the vendors who provide direct billing to the University you **do not** need to process reimbursement claims.

If you need to reimburse a candidate for out-of-pocket expenses, use the University Travel Expense Claim form available on the Fiscal Affairs website. **This form requires the traveler's signature and Social Security Number; therefore, it is recommended that the candidate sign forms and provide receipts while on campus in order to ensure a timely reimbursement.**

Per Diem:

Per Diem **cannot** be charged to the faculty recruitment account. **Such charges are the expense of the college/department.**

Spouses/

Domestic Partners: Payment of expenses incurred by spouses or domestic partners during the interview process requires a special approval from the President. Please clear any request for reimbursement for such payment in advance with Academic Resources (regardless of funding source).

Deadlines:

All reimbursements must be submitted to Academic Resources by May 25, 2006 in order to meet campus accounting deadlines for the 2005/06 fiscal year.

Direct Billing Arrangements:

The following vendors have agreed to direct-bill the University for the purpose of faculty recruitment. Air travel tickets will be directly charged to Academic Resources. Hotel invoices will be mailed directly to Academic Resources for payment. **You must reference all reservations with the correct search number.**

Air Travel: (New process in 05-06)

Fell Travel 1-800-321-3355

The **approved college or department travel coordinator (only)** will make direct-bill reservations on the “Academic Resources Faculty Recruitment” website link available via the SFSU travel website: <http://fiscaff.sfsu.edu/AcctsPayable/Travel/>. Since airfares change almost daily and best fares generally require an advance purchase with Saturday stay over, you are encouraged to purchase airline tickets immediately when you know which candidates are coming for interviews. Fell Travel will not authorize any international tickets unless approved by Academic Resources.

Fell Travel will need to know:

- The name, phone and email of the traveler
- Dates of travel
- City of origin to SFO
- **Search number**
- Campus contact name (must be an approved travel coordinator)

****Beginning this year, it is no longer possible for candidates to make direct-billed travel reservations. See the college or department authorized travel coordinator to make direct-billed airline reservations.**

All tickets issued by Fell Travel will be E-Tickets.

We advise the prudent use of non-refundable tickets, as large fees apply if changes are made.

Good planning between your search committee and the candidate will ensure the best use of your recruitment dollars.

Fell Travel does charge a service fee on each transaction. This service fee is accounted for separately from your search allowance.

Lodging: We have a direct billing arrangement with two San Francisco hotels. **Always indicate that the reservation is for "SFSU faculty recruitment."** All hotel rates noted below are based upon "space availability." You may be quoted a different rate because the rate below is not available due to hotel occupancy at the time of the reservation. The University will be billed for room and tax only (single occupancy). All incidentals are to be paid by the candidate.

The hotel will need to know:

- The name of the traveler
- **Search number**
- Date of arrival and departure

Chancellor Hotel **415-362-2004**
433 Powell Street **800-428-4748**
www.chancellorhotel.com

The Chancellor has been family owned since 1917. Located on Powell Street at Union Square (next to Border's Bookstore), the Chancellor offers a full service restaurant and a café. Parking is \$22 per day; \$30 per day Valet. 2005/06 room rates begin at \$109 single/double occupancy. All rooms are plus tax. There are certain times during the year when, due to special events, rooms will be charged at market rate. All terms and conditions are subject to availability.

Hampton Inn **650-755-7500**
2700 Junipero Serra Blvd. **866-519-4851**
Daly City

Recently built, the Hampton Inn is located on Junipero Serra Blvd. just two miles South of the campus. All rooms include telephone with complimentary local calls, data ports, cable television, and hairdryers. Free parking on property, continental breakfast, and heated pool are also included. The 2005/06 room rates begin at \$89 a night, based upon single or double occupancy, plus tax. All terms and conditions are subject to availability.

→ **SFSU HOSPITALITY SUITES - New this year!**

Availability and arrangements: Contact Tiffany Mikami (Ext. 5-4410) or tamikami@sfsu.edu

Two nicely appointed 1 Bedroom apartments, furnished with Queen bed, fold out couch and fully equipped kitchen within easy walking distance of campus. Located in University Park North (near Stonestown) [Guest Accommodations at University Park North](#) and at 14 Cardenas in University Park South, the rate for each suite is \$89 per night. Use the faculty search number when making your reservation for direct-billing.

<p>Note on Lodging: You may accommodate candidates at other lodging locations however reimbursement must be made to the candidate, as there are no direct billing arrangements with other hotels.</p>
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