

Guidelines for Candidate Visits to Campus and Transition to Vanderbilt

(Approved 9/06, Revised 6/17)

Candidates will be reimbursed for only one trip. Any subsequent trips will be at the candidate's expense or with dean's permission.

1. As each candidate's campus visit is planned, please share a draft of his/her itinerary with the Assistant to the Dean, Dawn Hale, prior to its finalization. It is preferred that the dean's visit with the candidate be after his/her presentations and toward the end of the visit.
2. Please choose a comfortable and moderately priced hotel* (e.g., Hampton Inn, Embassy Suites, Holiday Inn). Be sure to mention Peabody/Vanderbilt when making reservations and have the bill sent directly to the department, relieving the candidate from having to deal with the lodging expenses and enabling the hotel to treat it as tax-exempt. Candidates are responsible for personal expenses (i.e., movie rentals, in-room services, internet connection) as they check out. This also includes any expenses associated with family members accompanying them.
3. The maximum per-VU person-per-meal reimbursement limit for candidate dinners is **\$70**. Please provide the names of the people attending on the receipt.
4. Receptions either at Peabody or at someone's home will be reimbursed up to **\$250**.
5. The Dean's office account at the University Club may be used for meals. Please call the assistant to the dean, Dawn Hale (2-8264), regarding its use and to obtain the account number.

*Senior candidate visits, especially potential endowed chair holders, may require the use of an upgraded hotel. Please check with the dean's office before booking.

Once a candidate has been identified and an offer made and accepted, the new faculty member will be allowed **one** trip for house hunting that includes reasonable airfare and/or mileage, whichever is less. Hotel accommodations for this trip will be covered up to four days and three nights for the new faculty member and his/her spouse/significant other. In addition, a per diem allowance of up to **\$100** will be allowed for food and parking. Car rental (if necessary) will be reimbursable for up to four days. The new faculty member will be responsible for all other expenses incurred during this trip.

Funds allotted to new faculty for moving can be applied to transport fees, loading and unloading, and cost of purchasing boxes. Personal expenses that would not be reimbursed would include such things as transporting of vehicles or gratuities, etc.

Departments should not use their funds for recruiting or moving expenses. Start-up funds are not to be used to cover expenses associated with the transition to Vanderbilt.