Trinity College Dean of the Faculty  
Reimbursement Procedures for Campus Visits

1) Receipts for reimbursement for off-campus dining expenses (and lodging, if necessary) that the search committee incurs while interviewing candidates should be held and submitted together to the Director of Academic Finance, Patricia Moody (WM 230, X2128).

2) Candidate Campus Visit Expenses:

   a. Should a job candidate prefer to make his or her own travel arrangements, please ask the candidate to send receipts for the flight or train tickets by email directly to Patricia.Moody@trincoll.edu. Candidates must include their address with the receipt. Pat will process the request as quickly as possible. If paying for travel presents a hardship for the candidate, we would ask that the department pay directly. Departmental credit cards should be used to purchase plane or train tickets

   b. Reimbursement for the remainder of a candidate’s expenses, including mileage if the candidate travels by car, will be made once the standard college expense report form (with original receipts attached where applicable) has been completed and submitted. We recommend that you give a copy of it to the candidate, along with a self-addressed stamped envelope, upon arrival to campus. The Travel Expense Report can be found on the Dean of Faculty website.

3) All reimbursement requests, both by candidates and by department/program members, should be submitted within 30 days of the date the expenses are incurred.