

TRAVEL INFORMATION FOR INTERVIEW CANDIDATES



Thank you for your interest in employment at MSUM! We are excited for you to join us on campus and wish you the best of luck during your interview!

Below are some instructions and things to keep in mind when preparing for your travel expenses.

Mileage/Flight Information:

- Mileage: The standard IRS mileage rate for fiscal year 2023 is 62.5 cents per mile.
- Airfare: We ask that airfare be arranged and purchased by the candidate. MSUM will reimburse the cost of your flight, one checked bag, and parking at the airport if necessary. Please check with Human Resources to verify whether an international flight is a reimbursable expense.

Meals:

- **Meals** – MSUM will cover **up to \$42** per day for candidates according to the per diem contract rates below. **Please remember to keep itemized receipts for all of your meals.**
 - Breakfast \$10.00, Lunch \$13.00, Dinner \$19.00
 - Please note, per State guidelines, we are not able to reimburse candidates for the purchase of alcoholic beverages.
- **Lodging** – The Search Chair for your position will be responsible for booking your lodging accommodations.
****Please note, candidates should not charge meal or beverage expenses to their hotel room bill.**

Reimbursement:

To be reimbursed for your interview expenses, please fill out the **IRS W9 Request for Taxpayer ID Number** form and return it directly to the Business Services Office below. This form can be completed any time before your interview to ensure timely processing of your reimbursement.

Following the interview, if you have personally incurred expenses, please complete the **Vendor Certification** form and attach all **itemized receipts**. The completed form should be returned to accountspayable@mnstate.edu **with signatures from the VP/Department Director and Ann Hiedeman in Human Resources.**

MSUM Business Services Office

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MSUM Human Resources Office

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