Dear Chairs with authorized hires:

I want to remind you with this memo of some basic parameters for searches.

**Faculty Travel for First Round Candidate Interviews**

If you are sending faculty to interview at a professional meeting please email Fiona O’Brien, (fiona.obrien@umb.edu ) the names of the faculty members traveling and the CLA Dean’s Office will pay for travel, registration and three (3) night hotel stay for two (2) people. Members of search committees should make travel arrangements using a B.T. ([CON-03 Travel Auth.](https://www.umb.edu/controller/forms)) and [TerraDotta](https://travelregistry.umasscs.net/) through their department administrators. Search committee members should use their department Procard to pay for registration fees. Please use your own credit cards for hotel reservations. Original receipts for the hotel should be submitted to the department and then forwarded to (eddie.sze@umb.edu) in the Dean’s Office for reimbursement as soon as the faculty members return to campus.

**On Campus Finalists Interviews**

For on-campus visits, the CLA Dean’s Office will pay for three (3) candidates per search. Should you wish to bring in more candidates, it will be at your department’s expense.

**Candidate Travel:**  All transportation arrangements will be made by the Dean’s Office. We can arrange travel by air, train, or bus. A template with the information below can be found on the [CLA website here](https://www.umb.edu/academics/cla/info_for_faculty/forms_and_deadlines). The department/committee will need to obtain the following information from the candidate for:

 **Domestic Travel**

* Preferred method of travel:
	+ Drive yourself: we will cover your parking expense at the hotel;
	+ Train: Which station would you leave from and return to?
	+ Air: Which airport(s) do you wish to leave from and return to?
* Time considerations for departure, what is the earliest flight:
* Name as it appears on whatever form of identification you will use at the TSA screening point:
* Date of birth:
* Gender:
* Cell phone number:
* If travel is **International** :
	+ Passport Number:
	+ Country of Passport:
	+ Date of issuance:
	+ Location of issuance:
* Whatever other parameters (airline preferences/frequent flyer numbers/seating preference):

The department/committee will need to email to (louise.putnam@umb.edu and eddie.sze@umb.edu ) the following:

* The candidate information as per above
* Name of the dept. search committee chair
* department name
* dates of travel (please include approximate time candidate is first required to be on campus and anticipated end of time on campus).

**Candidate Hotel:** Arrangement for the candidate’s one to two night hotel accommodations should be made by the department as outlined below. There are templates for a reservation request on the [CLA Website for Faculty and Staff in the section “Forms and Deadlines”](https://www.umb.edu/academics/cla/info_for_faculty/forms_and_deadlines) under the Department Administrator Quick Links.

Please use your GOF account to create a PO for the hotel, and then the Dean’s office will reimburse the department GOF account. The two hotels the university uses are listed below. It is important that you telephone BOTH hotels, identify that you are calling from UMB, and find the BEST rate before committing.

[**Doubletree Hotel Boston Bayside**](http://www.hilton.com/search/dt/us/ma/boston/0/00000000000/0/0/0/0/20?WT.mc_id=zLADA0WW1XX2PSH3DA4PPC5PPC6MULTIBR7)Email: [www.doubletree.com](http://www.doubletree.com)
Phone: 617-822-3600
Address: 240 Mt. Vernon St., Boston, MA 02125

Negotiated Rate for UMB $200 or less per/night for a standard room
Vendor# 000019426

[**Courtyard by Marriott – South Boston**](https://www.marriott.com/hotels/travel/bosso-courtyard-boston-south-boston/)Email: 'Courtyard By Marriott Reservation' [reservations@courtyard.com]
Phone: 617-436-8200
Address: 63-R Boston St., Boston, MA 02125

Negotiated Rate for UMB $200 or less per/night for a standard room
Vendor# 0000059063

Please note: should you choose to use a different hotel, **your department will be responsible** for the difference in cost per night per candidate.

The invoices from hotels should be forwarded to Eddie Sze

(eddie.sze@umb.edu ) in the Dean’s Office. Please attach to the invoice a memo with the following information:

* department name
* candidate’s name
* interview date

**Candidate Expenses**: If the candidates have reimbursable expenses (such as parking, taxi, baggage fees, etc.) they need to become an UMass approved vendor on the PeopleSoft system before they can be reimbursed. Please ask your dept. administrator to prepare the following and forward to Dorothy Packard in the Controller’s Office:

* [Vendor Add form](https://www.umb.edu/controller/forms)
* [W-9 (needs to be signed by the candidate)](https://www.umb.edu/controller/forms)
* International candidates require several other forms. Please contact Eddie Sze (Eddie.Sze@umb.edu) for more information

Please ask the candidates to send their original receipts to your department administrator. Once the candidate is listed as a vendor in the UMB system, the department administrator needs to complete a Disbursement Voucher (leaving the account number blank) and attach to it the ORIGINAL receipts, and bring all to Louise Putnam (louise.putnam@umb.edu) in the Dean’s Office for account numbers, final review and submission to the Controller’s Office.

You **CANNOT** charge alcohol to the University’s accounts.

**Dinner reimbursement**: The search committee member who paid for the dinner should submit his/her itemized receipt(s) to your department assistant, who should in turn fill out a CON 4 (Business & Entertainment Authorization Form) and a CON 7 (Employee Business Expense Reimbursement Form) and bring it to the Dean’s Office for the account number and signature. The maximum we reimburse for the dinner is $140.00. The food/beverage **must be itemized on the receipt.** A receipt with the total only will not be accepted. If a receipt totals more than $140.00, the host department will be responsible to cover the overage.

**Lunch reimbursement:** The CLA Dean’s Office will support 10-12 people, including the candidate to have lunch on campus. Please use your department Procard to pay for the candidate’s lunch. If for some reason you do not have a department Procard yet, please contact Kim Ho (kim.ho@umb.edu ) in the Dean’s Office to request that the Dean’s office Procard be used in the interim. Once your searches are complete, please e-mail a copy of the CON-04 to Kim Ho in the Dean’s Office (Kim.Ho@umb.edu ) and she will transfer funds from the Dean’s Office GOF account to your department GOF account.

Please designate someone in your department to be a Procard owner for future purchases. Eddie Sze in the Dean’s Office can assist (eddie.sze@umb.edu )

**Meeting with the Dean:** Candidates should meet with me when they are on campus. Please contact Louise Putnam (louise.putnam@umb.edu) to schedule these meetings as soon as visit dates are confirmed. If it is impossible to schedule a meeting with me, then they should meet with one of the CLA Associate Deans. The Provost will not be meeting candidates for all positions, and so you should consult with Assistant Dean Fiona O’Brien about whether a meeting with the Provost should be included.

If you have any questions, please let me know.

David Terkla

Dean, CLA