



Guidelines - RAS Interview Expenses 2026-27

- The Deans' Office will pay for economy airfare, a lunch-type meal on campus for the candidates and the ASC members, and other meals and transportation costs for the candidates.

In 2026-27, Departments are asked to pay the interview expenses directly from their budget lines and the Deans' Office will transfer funds to cover the costs as outlined below. (Please see chart at the end for the budget numbers to use.)

Flights

- Departments should book candidates' flights and accommodation **at least two weeks in advance** of the interview date.
- Flights should be booked through Out'n About Travel (University's Service Provider).
- An Application for Travel ([Guest/Student](#)) form signed by the Dean is required to book flights.
 - Send the approved forms to Linda by e-mail: agent@outnabouttravel.com

Hotel accommodations

- Overnight accommodations can be arranged for a maximum of two nights. The University of Winnipeg has negotiated rates as follows.
 - Inn at the Forks - \$169 for a room with two queen-sized beds or one king-sized bed
 - Radisson Hotel - \$154 for a standard room (either a room with two double beds or one king-sized bed)

Lunch with candidates

- The Deans' Office will pay for a lunch-type meal on campus for the candidate and the ASC members up to a reasonable amount (based on per diem rates).

Reimbursement for the candidates

- Departments should advise candidates on per diem rates and let them know that candidates need to submit receipts/documentation to the Department within **5 business days** from the date of the interview. Candidates may also be reimbursed for other transportation costs, e.g., taxi/ride share to and from the airport.
- If you have any questions about what is allowable or if you have a special request, please contact Lisa McLean.
- Once the interview process has concluded for each candidate, please provide totals for each of the above (i.e., flights, hotel accommodations, lunch with the candidate, and reimbursement for the candidate) **electronically** within **10 business days** from the date of interview if possible. (If you prefer to wait until all of the candidates have been interviewed, that would be great. In that case, please still provide the totals per candidate.) We will transfer funds to cover the expenses. Receipts may be requested at the discretion of the Dean/Associate Dean.

- Please use the following budget numbers when charging hiring expenses.

Flights	75410	Recruitment - Fac/Staff - Air Transport
Hotel Accommodations	75425	Recruitment - Fac/Staff - Hotel
Lunch with Candidates	75450	Recruitment - Interview Related Expenses
Reimbursement for the Candidates	75430	Recruitment - Meals/Per Diem
	75420	Recruitment - Other Costs (e.g., parking, taxi/ride share, shuttle)