SAN FRANCISCO STATE UNIVERSITY  
Procedure for Tenure Track Search Travel/Other Costs  

<table>
<thead>
<tr>
<th>Allocation:</th>
<th>Academic Affairs allocates $4,000 per search.</th>
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<tr>
<td>Allowable Expenses:</td>
<td>The allocation for faculty recruitment may be utilized to cover hotel nights, air and ground transportation, advertising costs and approved hospitality costs incurred during tenure track searches. ONLY the direct-billed costs (see pages 3 and 4) will be paid directly by Academic Affairs. Air, advertising, hospitality costs and direct reimbursements must be paid by college/department accounts. Academic Affairs will transfer any funds remaining from the $4,000 allocation to the college near the end of the fiscal year.</td>
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<tr>
<td>Search Number:</td>
<td>A unique “search number” is issued for each approved search. If you do not know your search number, call Faculty Affairs at 415-338-2204 to confirm the correct search number.</td>
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<td>Candidate List:</td>
<td>It is important to send a complete list of the candidates invited for interviews to Toan Thai in Academic Resources (<a href="mailto:toan@sfsu.edu">toan@sfsu.edu</a>). Include the corresponding search number. This information is required to reconcile invoices from vendors.</td>
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<tr>
<td>When contacting your candidate, be sure that all agreed upon expenses conform to University travel regulations found on the SFSU website at:</td>
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<td>Direct Billing:</td>
<td>Vendors who provide the direct-billing invoice the University monthly. These invoices are reconciled in Academic Resources. Colleges/Departments do not need to process any paperwork when recruitment expenses are incurred with these vendors. All candidates staying at hotels are required to complete the Request for Authorization to Travel. Form can be found at:</td>
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<tr>
<td>International Travel:</td>
<td>University Travel Procedures/Instructions require that &quot;Payment of transportation and lodging is allowed only within the United States, unless reimbursement of international travel is authorized by the University President.&quot; If your search committee wishes to interview a candidate who requires payment of or reimbursement for international travel (this includes Canada and Mexico), the Dean must send a written request to the Provost. If the request is supported at this level, it will be forwarded to the President for approval. No international travel commitments should be made until the President has authorized the travel.</td>
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Out-of-State Travel: All out-of-state travel requires Dean’s approval.

Reimbursement Process: Recruitment funds can be used to reimburse candidates for out of pocket expenses such as transportation and lodging when supported by appropriate receipts. University travel reimbursement procedures must be followed. Submit the properly authorized travel claim using a college/department account to the SFSU travel office.

The types of out-of-pocket expenses that are reimbursable include airfare, hotel and ground transportation paid directly by the candidate. Remember – when using one of the vendors who provide direct-billing to the University you do not need to process reimbursement claims.

Spouses/Domestic Partners: Payment of expenses incurred by spouses or domestic partners during the interview process requires a special approval from the President. Please clear any request for reimbursement for such payment in advance with Academic Resources (regardless of funding source).

Air Travel: Available Options

You can also use your travel card with other travel services, i.e. Travelocity, Expedia, etc. Otherwise, candidates can book their own flights elsewhere and then be reimbursed by the Reimbursement Process as stated above.

Good planning between your search committee and the candidate will ensure the best use of your recruitment dollars!

Direct Billing Arrangements:

The following vendors have agreed to direct-bill the University for the purpose of faculty recruitment. Hotel invoices will be mailed directly to Academic Resources for payment. Please note the additional step for The Handlery Union Square Hotel, Hotel Diva and Hotel Union Square bookings. **You must reference all reservations with the correct search number.**

Lodging: We have a direct billing arrangement with four San Francisco hotels. Always indicate that the reservation is for “SFSU faculty recruitment.” All hotel rates noted below are based upon "space availability." You may be quoted a different rate because the rate below is not available due to hotel occupancy at the time of the reservation. The University will be billed for room and tax only (single occupancy). All incidentals are to be paid by the candidate.
CSU has set a limit of $275 per night, exclusive of tax. Should you exceed this amount, please complete an Authorization for Exception to the Travel Policy form which can be found at:


Travel Tips: https://fiscaff.sfsu.edu/sites/default/files/policies_procedures/Travel%20Tips_1.pdf

The hotel will need to know:
- The name of the traveler
- Search number
- Date of arrival and departure

Chancellor Hotel  
415-362-2004  
433 Powell Street  
800-428-4748  
San Francisco  
www.chancellorhotel.com

The Chancellor has been family owned since 1917. Located on Powell Street at Union Square, the Chancellor offers a full-service restaurant and a café. There is parking and valet services for a fee. Room rates begin at $199 single/double occupancy. All rooms are plus tax. There are certain times during the year when, due to special events, rooms will be charged at market rate. All terms and conditions are subject to availability. Please note Chancellor Hotel is not fully ADA compliant.

Hampton Inn  
650-755-7500  
2700 Junipero Serra Blvd.  
866-519-4851  
Daly City

Hampton Inn is located on Junipero Serra Blvd. just two miles south of the campus. All rooms include telephone with complimentary local calls, wireless internet services, in-room movie channels, and hairdryers. Free parking on property, continental breakfast, Extended Fitness room, guest laundry room, and heated pool are also included. Rooms are discounted at 20% off their Best Available rates, based upon single or double occupancy plus tax. All terms and conditions are subject to availability.

The Handlery Union Square Hotel  
415-781-7800  
351 Geary St.  
800-995-4874  
San Francisco  
http://sf.handlery.com/  

The Handlery Union Square Hotel has been family owned and operated since 1948. Located at Union Square in the heart of the city, the cable car stops at the corner and all major department stores, theatres and restaurants are within one block. Please see below for room rates. All rooms are plus tax. There are certain times during the year when, due to special events, rooms will be charged at market rate. All terms and conditions are subject to availability.
2019 Corporate Travel Connection Program Rates:
$215.00 Historic and $259.00 Premier
(Includes 20% discount on total bill at the Daily Grill (on-site restaurant), daily Starbucks gift card, and other complimentary amenities.)

After booking with The Handlery Union Square Hotel, you must email Ana B. Galvez at agalvez@handlery.com and copy Toan Thai to authorize charges to be billed to SF State. This email can be as simple as “Room and tax for (name of candidates, search #) on the (dates of stay) will be paid for by SF State.” The booking is not finalized until this email is sent. Special note: If the rate for certain dates far exceeds their above corporate rate, contact Ana directly to see if she can do something else.

Holiday Inn Golden Gateway 415-441-4000
1500 Van Ness Ave 800-972-3124
San Francisco, CA 94109

Holiday Inn® San Francisco-Golden Gateway is a full-service conference hotel in downtown San Francisco centered between Nob Hill, Fisherman's Wharf, the Golden Gate Bridge and Pacific Heights, an oasis for corporate and leisure travelers offering the "True San Francisco Experience." Rising 26 stories with 496 guestrooms starting on the 6th floor, each offers outstanding city or bay views. On-site heated outdoor pool, business center and fitness center, guest laundry room and restaurant. Walking distance to many restaurants and cable cars for access to Fisherman’s Wharf, Union Square, Financial District, and Chinatown. Rooms rates begin at $270 single/double occupancy. All rooms are plus tax. All terms and conditions are subject to availability.

Hotel Diva
440 Geary St
San Francisco, CA 94102

In the center of the city, Hotel Diva is your modern escape, just step outside and enter Union Square! With an excellent location near the shops and San Francisco Restaurants of Union Square, guests can find everything right outside the door of our Union Square Hotel.

https://hoteldivasf.reztrip.com/ext/promoRate?property=735&mode=b&pm=true&sr=138435&vr=3&accessCode=SFSU

After booking with Hotel Diva, you must email Jesica Basualdo (jesicabasualdo@hoteldivauionsquare.com) and copy Toan Thai to authorize charges to be billed to SF State. This email can be as simple as “Room and tax for (name of candidates, search #) on the (dates of stay) will be paid for by SF State.” The booking is not finalized until this email is sent. Special note: If the rate for certain dates far exceeds their above corporate rate, contact Jesica Basualdo to see if he can do something else.
Hotel Union Square
114 Powell Street
San Francisco, CA 94102

Hotel Union Square is a San Francisco Hotel that is situated in the heart of the San Francisco Shopping District with some of the finest department stores and designer shops around. The sounds of ringing cable car bells recall the nostalgic old San Francisco days. Built over 100 years ago in 1913 for the 1915 Pan Pacific Exposition, Union Square Hotel is a visually stimulating fusion of art deco and classic San Francisco style.

https://hotelunionsquaresf.reztrip.com/ext/promoRate?property=736&mode=b&pm=true&sr=138936&vr=3&accessCode=SFSU

After booking with Hotel Union Square, you must email Jesica Basualdo (jesicabasualdo@hoteldivaunionsquare.com) and copy Toan Thai to authorize charges to be billed to SF State. This email can be as simple as “Room and tax for (name of candidates, search #) on the (dates of stay) will be paid for by SF State.” The booking is not finalized until this email is sent. **Special note:** If the rate for certain dates far exceeds their above corporate rate, contact Jesica Basualdo to see if she can do something else.

**Note on Lodging:** You may accommodate candidates at other lodging locations however reimbursement must be made to the candidate, as there are no direct billing arrangements with other hotels.