



Recruitment Reimbursement Guidelines for Physician/Scientist Candidates

Mayo Clinic in Arizona



INTERVIEWS

Initial Candidates

Initial candidates will be invited to interview. A minimum of 14-day advance notice is required. Air and ground transportation costs and up to two nights of hotel accommodations will be provided. Meals will be reimbursed with detailed itemized receipts up to a maximum of \$75 per day. Alcohol will not be reimbursed. All travel arrangements must be made through the Travel Resource Office. A designee for the recruiting department/division will coordinate the travel arrangements.

Final Candidates

Final candidates will be invited for a return visit along with spouse or domestic partner. A minimum of 14-day advance notice is required. Air and ground transportation costs and up to three nights of hotel accommodations will be provided. Meals will be reimbursed with detailed itemized receipts up to a maximum of \$75 per day. Alcohol will not be reimbursed. All travel arrangements must be made through the Travel Resource Office. A designee for the recruiting department/division will coordinate the travel arrangements.

Contact

Travel Resource Office, (480) 342-4500 or via e-mail ARZTravel@mayo.edu



HOUSE HUNTING

Following appointment approval, the new staff member and spouse or domestic partner will be reimbursed for one house hunting trip to the new location. A minimum of 14-day advance notice is required. Air and ground transportation costs and up to five days (four nights) of hotel accommodations will be provided. Meals will be reimbursed with detailed itemized receipts up to a maximum of \$75 per day. Alcohol will not be reimbursed. For travel arrangements, the staff member should contact Consulting Staff Services (below).

Contact

Consulting Staff Services, (480) 342-3535 or via e-mail: hedges.judy@mayo.edu



RELOCATION

Payback Agreement

Upon approval of appointment the new staff member will sign a payback agreement.

Household Goods

The relocation of household goods and personal effects for one household through a contracted mover will be paid by Mayo. Please refer to the contracted movers listed on the Vendor Referral Listing. Mayo Clinic will assume the cost to move up to two automobiles.

Final Trip Expenses En route

Mileage reimbursement for travel by personal auto may be reimbursed, and it is expected that there will be a minimum of 400 miles traveled per day.

Expenses for lodging, and for meals up to a maximum of \$75 per day/per family, will be reimbursed with detailed itemized receipts for the family's move to the new location.

The new staff member may request approval for their family to travel by air in lieu of mileage and per diem. Air fare expenses to be paid by Mayo will not exceed what would otherwise be reimbursed for mileage and per diem for travel by auto.

Air transportation must be arranged by the Travel Resource Office, and can be requested through Consulting Staff Services (below).

Temporary Lodging at New Location

In cases where temporary lodging at the new location is necessary, the request can be approved by exception. Reimbursement for reasonable expenses for room plus tax of up to five nights will be considered. Meals during this time will be the responsibility of the staff member. Temporary housing arrangements should be made through Consulting Staff Services (below).

Contact

Consulting Staff Services, (480) 342-3535 or via e-mail: hedges.judy@mayo.edu