



Recruitment Reimbursement Guidelines for Physician/Scientist Candidates

Mayo Clinic in Rochester, Minnesota

TRAVEL	LODGING	MEALS Alcohol will not be reimbursed	TAXATION STATUS FOR REIMBURSEMENT
▶▶ Candidate Interviews (1-2 visits)			
Air and/or ground transportation cost Ground transportation includes: <ul style="list-style-type: none"> • Personal car mileage (standard IRS rate) • Parking fees and tolls • Rental Car (up to \$75 per day; No mileage or insurance reimbursement) * Travel arrangements for flights – NER (non-employee request) voucher for candidate can be obtained from the Department/Division	Up to three days and two nights of hotel accommodations will be provided and direct billed to Mayo	Maximum of \$75 per day (must include itemized receipts)	Non-taxable for candidate Taxable for spouse/partner (applicable for 2nd visit)
▶▶ Pre-placement Health Review with House Hunting			
Air and/or ground transportation cost Ground transportation includes: <ul style="list-style-type: none"> • Personal car mileage (standard IRS rate) • Parking fees and tolls • Rental Car (up to \$75 per day; No mileage or insurance reimbursement) * Travel arrangements for flights – NER voucher for candidate can be obtained from the Department/Division	Up to five days and four nights of hotel accommodations will be provided; direct billed to Mayo if arranged through Mayo; candidate reimbursed if not booked through Mayo	Maximum of \$75 per day (must include itemized receipts)	Non-taxable for candidate Taxable for spouse/partner NOTE: Fully taxable if house hunting is primary purpose of trip and trip does not include the pre-placement health review
▶▶ Relocation – Upon approval of appointment to a benefit-eligible position, the new staff member will sign a payback agreement.			
Relocation by flight or personal auto will be reimbursed Mileage reimbursement for travel by personal auto may be reimbursed (minimum of 400 miles traveled per day) One-way flight or other travel expenses will be paid for each member of the family (including the staff member) only once. The relocation travel expenses for family members do not need to occur at the same time as the candidate if they will be moving at different times * Travel arrangements for flights – NER vouchers for each family member can be obtained from the Department/Division	When necessary, up to five days/four nights of reasonable room expenses plus tax for the candidate and their family to relocate The candidate is responsible for reserving lodging accommodations	Maximum of \$75 per day (must include itemized receipts)	Flight is non-taxable for all travelers Mileage is partially taxable One night lodging expense in-transit is non-taxable; subsequent nights in the same location are taxable Meals are taxable for all travelers

Miscellaneous Household Goods: The movement of household goods and personal effects through a contracted mover (non-taxable)
 *Please refer to the contracted movers listed in the Relocation Reference Guide.
Automobiles: Up to two automobiles will be relocated by Mayo.

Questions? Please contact Consulting Staff Services at (507) 538-0109 or (507) 538-4114.