



# CANDIDATES' TRAVEL EXPENSE

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## PURPOSE:

To set forth the policy and procedures for reimbursement for candidates' travel expenses from University Candidates' Travel Account.

## APPLICABLE TO:

Faculty, Head Coaches, Director/Dean level positions and above, that are supported by general revenue funds and non-general fund revenue funds.

## POLICY:

The Candidates' Travel policy covers eligible travel expenses for a maximum of three (3) candidates, but may be exceeded upon approval by the appropriate Vice President or President. Every effort should be made to use the most cost-effective means of transportation for candidates traveling from outside of Savannah, GA. Candidates using personal automobiles will be reimbursed for mileage at the current rate in effect for Georgia State employees. Rental vehicle expenses will not be reimbursed by the Candidates' Travel Account.

## FUNDING SOURCE:

Funding for the Candidates' Travel Account may come from non-lapsable funds only.

## PROCEDURE:

1. Candidates will be reimbursed for the following modes of transportation, air, train, bus, personal vehicle. If the candidate drives a personal automobile to campus for an interview, automobile travel expenses will be reimbursed at the State's current rate of per mile. Odometer readings should be recorded on the Candidates' Travel Expense Form.
2. The department or search committee should ensure that the following information is provided on the Candidate's Travel Expense Form to ensure the timely reimbursement of the candidate's travel expenses:
  - Candidate's Name
  - Candidate's Address
  - Candidate's Social Security Number
3. Accommodations for lodging should be made by the department or search committee. Normally, accommodations will be funded by the Candidates' Travel Account for one night, but may be extended upon approval by appropriate Vice President or President. Lodging expenses will be approved for the candidate only. Lodging will be reimbursed at actual costs. The candidate will **ONLY** be reimbursed for room cost. **Telephone calls and internet are not reimbursable.**
4. State regulations require that receipts for any out-of-pocket travel expenses incurred by a candidate must be itemized on the Candidates' Travel Expense Form (see attached). The department or search committee should have candidate complete the expense form before departing from the University's campus. The department or search committee should prepare a check request stating that the request is



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to reimburse the candidate for expenses incurred during the interview period. The interview date(s) should be provided and a copy of the schedule of the interview process should be attached as supporting documentation. The check request with the appropriate documents attached should be submitted to the Comptroller's Office for payment processing.

5. Meal expenses will be charged to the Candidates' Travel Account for eligible candidates not to exceed State's per diem rate for Savannah, GA. **Candidates must submit receipts for meals to be eligible for reimbursement.**
6. Meal expenses for the candidate and up to two members of the search committee may be charged to Candidates' Travel Account. The maximum amount covered is not to exceed the State's per diem rate for Savannah, GA. **Search committee members must submit receipt for meals to be eligible for reimbursement.**
7. Other costs which may occur as a result of an interview may be considered for reimbursement if supported by receipts and they appear to be reasonable.

### **FORMS:**

The Candidates' Travel Expense Form (see attached) is to be used only if a candidate/employee has out-of-pocket expenses. This form should be completed, signed by the candidate and department, and submitted to the Comptroller's Office when the candidate has completed the interview process. The candidate must provide a social security number (for W-9 purposes) and his/her home address to receive reimbursement for out-of-pocket expenses.



# CANDIDATE'S TRAVEL EXPENSE FORM

## OUT-OF-POCKET EXPENSES

Interviewing Department: \_\_\_\_\_ Requisition #: \_\_\_\_\_

Date(s) Interviewed: \_\_\_\_\_

Name of Candidate: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Social Security Number (needed for W-9): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### TRAVEL EXPENSES:

Automobile Mileage Record (Roundtrip)

Starting Mileage: \_\_\_\_\_ Ending Mileage: \_\_\_\_\_

Total Miles: \_\_\_\_\_ at: \_\_\_\_\_ \$ \_\_\_\_\_

- *Rate as of January 4th, 2016 is \$0.54 per mile*

Other Transportation (air, train, bus, etc.) \$ \_\_\_\_\_

- *Attach receipts; No rental vehicles permitted]*

Taxi: \$ \_\_\_\_\_

- *Attach receipt(s)*

Meals: \$ \_\_\_\_\_

- *Attach itemized receipts*
  - *Breakfast not to exceed \$6.00*
  - *Lunch not to exceed \$7.00*
  - *Dinner not to exceed \$15.00*
- *Above amounts are to include Tips*

Miscellaneous: \$ \_\_\_\_\_

- *Attach itemized receipts*

Lodging: \$ \_\_\_\_\_

- *Attach itemized receipts*

**TOTAL EXPENSES:** \$ \_\_\_\_\_

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Search Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Note: STATE OF GEORGIA REGULATIONS PROHIBIT PAYMENT FOR ALCOHOLIC BEVERAGES.  
Note: FOR ACCOUNTING PURPOSES, W-9 FORM MUST ACCOMPANY ANY OUT-OF-POCKET EXPENSE REQUEST.