



I. Policy Title

Job Candidates' Travel Expense

II. Policy Purpose and Statement

To set forth the policy and procedures for reimbursement for candidate's travel expenses from within University departmental travel budgetary accounts. It is incumbent on the search committee to work with the hiring department to ensure funds are available and approved by the unit budget head before authorizing candidate travel.

II. Policy Application and Effective Date

- a) This policy applies to Faculty, Head Coaches, Director/Dean level positions and above, that are supported by general and non-general revenue funds. Exceptions to these categories require approval of the Vice President for Business & Finance and the respective divisional Vice President.
- b) This policy is effective July 17, 2017.

III. Definitions

- a. **Candidate:** Non-Employee applying for a position at the institution.
- b. **Travel Expenses:** Expenses associated with the cost of travel for use of a personal vehicle to be reimbursed at the established standard mileage rate; the cost of public transportation, including airlines; Meals at the established per diem rate; hotel costs and other necessary expenses associate with the position vacancy.

IV. Policy

The Job Candidate Travel Expense policy covers eligible travel expenses for a candidate traveling from a distance greater than 50 miles from the interview site. Hiring managers are allowed a maximum of three (3) candidates to travel for interviews per job opening, but this number 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*. Candidates using personal automobiles will be reimbursed for mileage at the current rate in effect for State of Georgia employees. Rental vehicle expenses will not be reimbursed in cases where a personal automobile could have been utilized.

Funding Sources:

Funding for the candidate's travel must be available within the travel budget of the hiring department, and will be charged to non-employee travel for the department. The hiring manager or search committee member should ensure that approval from the Department Budget Head is obtained before inviting candidate to campus.

Process/Procedures

The candidate will be reimbursed for the following modes of transportation: air, train, bus, rental car, or personal vehicle. If the candidate drives a personal automobile to campus for an interview, automobile travel expenses will be reimbursed at the State of Georgia current mileage rate.

Odometer readings or supporting documentation with start and finish points from an application such as MapQuest must be provided with the Candidate's Travel Expense Form. Rental car expenses will be reimbursed

if it is in conjunction with air travel to Atlanta or there is another valid justification. Approved car rental sizes are Compact, Intermediate or Full Size. Reimbursement will be made for reasonable fuel charges. Candidate must decline optional fuel offerings offered by the car rental vendor. Rental car insurance riders, GPS and other rental equipment, maintenance, oil changes and related expenses will not be reimbursed by the University.

1. The candidate, department, or search committee member 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, when necessary, should be made by the search committee member working in collaboration with Office of Human Resources. Normally, accommodations will be reimbursed for one night, but may be extended upon approval by the appropriate Divisional 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, including applicable taxes. **Telephone calls and internet are not reimbursable. Only the hotel detailed portfolio receipt is acceptable.**

- 4 State regulations require that receipts for any out-of-pocket travel expenses incurred by a candidate must be itemized on the Candidate's Travel Expense Form (see attached). The hiring department or search committee member should have candidate complete the expense form before departing from the University's campus. The hiring department or search committee member should prepare a check request stating that the request is to reimburse the candidate for expenses incurred during the interview period. The interview date(s) should be provided and a copy of the interview agenda should be attached as supporting documentation. The expense reimbursement report with the appropriate documents attached should be submitted to Business & Finance (the Controller) for approval and payment processing.

- 5 Meal expenses will be reimbursed at the State of Georgia per diem rate for Central Georgia unless interview site is elsewhere. **However, Candidates must submit receipts for meals to be eligible for reimbursement.** Meal expenses for up to two members of the search committee may be reimbursed and charged to the Travel Account which is used for the Candidate's reimbursement. **Search committee members must also submit the receipt for meals to be eligible for reimbursement.**

- 6 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.

V. Forms

Candidate's Travel Expense Form

VI. Appendices

NONE

VII. Related Resources

Board of Regents Non-Employee Travel: http://www.usg.edu/business_procedures_manual/section19/C1571

VIII. Responsible Party

Questions regarding this policy should be directed to:

Job Title: Vice President for Business and Finance

Department: Business and Finance

Phone: 478-825-6425

Email: loomism@fvsu.edu

Fax: 478-825-1963



CANDIDATE'S TRAVEL EXPENSE FORM

OUT-OF-POCKET EXPENSES

Interviewing Department: _____

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 1st, 2017 is \$0.535 per mile

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

- Attach receipt(s)

Rental Vehicle & Fuel (must be self-fueled): \$ _____

- Attach receipt(s)

Meals: \$ _____

- o Breakfast not to exceed \$6.00
o Lunch not to exceed \$7.00
o Dinner not to exceed \$15.00

- Above amounts are to include Tips and must attach receipts to get reimbursement.

Miscellaneous: \$ _____

- Attach itemized receipts

Lodging: \$ _____

- Attach itemized receipts/must be hotel detailed portfolio

TOTAL EXPENSES: \$ _____

Candidate: _____ Date: _____

Hiring Manager/Search Committee Chair: _____ Date: _____

Vice-President/President: _____ Date: _____

Controller/Budget Director: _____ Date: _____

Accounting: _____ 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.