

Candidate Travel and Meal Reimbursement Policy

The Office of Academic Affairs may pay a candidate to interview (interviewees) for a faculty position when a presentation is given by the interviewee. A copy of the presentation must be included with the payment request along with a list of attendees (if not a public forum). If no presentation is given, no reimbursement will be forthcoming.

Candidate expenses are to be projected in advance and submitted for approval to the Office of Academic Affairs before arrangements are made. Reimbursement must follow the following guidelines:

- A vendor information form, service agreement, and a purchasing request must be authorized prior to forwarding these forms to the Purchasing Office for a purchase order to be issued. After the purchase order passes budget checking the department can contract for the candidate. See [Service Contract Agreement](#) (Word Format) [Vendor Information Form](#) (PDF Format) [Request for Payment Form](#) (Excel Format)
- Candidates must pay for their own lodging, meals, travel, and incidental expenses which are covered by the amount to be paid on the Service Agreement. Academic Affairs may use the State Travel Regulations as a guide to determine the amount to be paid (<https://www.audits.state.ga.us/internet/nalgad/trvlpg.html>) Account 752100 – Reimbursable Expense is to be used.
- Currently employed faculty and administrators shall not be reimbursed for meals associated with candidate visits.

Other departments may reimburse expenses associated with candidate interviews. These positions include those reporting to the President's Cabinet as well as Deans and Department Heads, both, Academic and Administrative. Other positions may also be approved if authorized by the Divisional Vice President in consultation with Human Resources. Candidates are required to give a presentation and a copy of the presentation must be included with the reimbursement request along with a list of attendees (if not a public forum). If no presentation is given, no reimbursement will be forthcoming.

- The Division in which the position is located is responsible for funding reimbursements for candidate travel or requesting funding through the University's Strategic Budgeting Process.
- Expenses should be prudent and reasonable – if questioned this shall be determined by the Vice President for Finance and Administration.
- A vendor information form, service agreement, and a purchasing request must be authorized prior to forwarding these forms to the Purchasing Office for a purchase order to be issued. After the purchase order passes budget checking the department can contract for the candidate. See [Service Contract Agreement](#) (Word Format) [Vendor Information Form](#) (PDF Format) [Request for Payment Form](#) (Excel Format)
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Revised: September 8, 2008