

## Candidate Reimbursement

1. Fill out supplier form and fax to Shared Services at 478-240-6414.
  - a. Form can be found here: <http://fiscalservices.kennesaw.edu/accounting/vendors-suppliers/vendor-registration.php>
2. Once they are set up as a supplier, please fill out the Travel Statement form, found on the HSS Website: <http://hss.kennesaw.edu/resources/travel/>
  - a. Trip Name/Destination: Kennesaw, GA (insert travel dates)
  - b. PLEASE make sure their address is accurate. This is where their reimbursement check will go.
  - c. Type of Trip: In-State (they are traveling TO Kennesaw)
  - d. Define Travel: **Non-Employee Domestic**
  - e. If you do not know their vendor number, don't worry. Just make sure they are set up in the system. I always double check this number.
  - f. Speed Chart: 42204 (The Dean pays for candidate travel)
  - g. Purpose of Trip: On Campus Interview (insert Department/position here)
3. Airfare:
  - a. A detailed receipt showing the flight class (Coach or Economy) is required. They MUST select the most economical airfare.
  - b. A receipt showing the method of payment is required. Must be a credit card and not points paying for the airfare. We do not reimburse airline points.
4. Ground Transportation:
  - a. Candidates should NOT be renting vehicles. They should be using shuttles, taxis, or Uber/Lyft. If a faculty member from your department wants to pick them up from the airport that is fine. Their mileage must go through Concur, using the Dean's budget for reimbursement.
5. Hotel:
  - a. AirBNB or other "residential" lodging options are **NOT** reimbursable.
  - b. Candidates may pay out-of-pocket and get reimbursed.

- c. It is NOT required to use a credit card to hold a room for a candidate. Just simply tell them that you are with KSU and would like to direct bill.
    - i. Do NOT use your P Card to hold a room for a candidate.
  - d. Springhill Suites:
    - i. Now owned by Ashford, new vendor # S0000000027
    - ii. Adam Vickers: General Manager
      - 1. [Adamvickers@remingtonhotels.com](mailto:Adamvickers@remingtonhotels.com)
      - 2. 770-218-5550
  - e. Embassy Suites:
    - i. Robyn Folster: Sales Manager
      - 1. [Robyn.Folster@hilton.com](mailto:Robyn.Folster@hilton.com)
      - 2. 770-659-6106
  - f. Hampton Inn by Hilton on Busbee:
    - i. Please note that they specifically requested to only receive reservations through email:
      - 1. Luke Heim [luke.heim@hilton.com](mailto:luke.heim@hilton.com)
      - 2. Crystal Taylor [crystal.taylor@hilton.com](mailto:crystal.taylor@hilton.com)
      - 3. Mikki Thomas [mikjeala.thomas@hilton.com](mailto:mikjeala.thomas@hilton.com)
6. Per Diem
- a. We reimburse any meal that was not provided by the hotel or search committee.
  - b. Per diem for Kennesaw is \$36 per day, this is the per diem for ALL candidates. The per diem is not based on where they live.
  - c. They are only eligible for 100% of the \$36 per diem on the first and last day of travel, no longer 75%
7. Once the form is completely filled out and receipts are attached the candidate must SIGN the form.
8. Bring the signed and completed form to me. I will then request the Dean's signature, review, sign, and submit to Travel.
9. When submitting to Travel, I will CC the Admin to the email submission.