

- Policy #: BFCNEX-04
- Revised Date: 06/17/2009
- Issue Date: 08/12/2008
- SME: Controller

Candidate Travel

Background

The University of West Georgia follows BOR BPM section 19.9 with regards to non employee travel for purposes of employment and BOR BPM section 4.0 but supplements existing BOR policies with the following guidelines for travel at the University of West Georgia.

Policy Statement

Individuals who are invited to the University of West Georgia for the purpose of an employment interview and evaluation may be reimbursed for allowable travel expenses. Allowable expenses are those incurred for transportation, meals, and lodging. A presentation by the candidate will be required for payment/reimbursement of expenses.

Payment/reimbursement for such expenses is limited to tenure-track faculty or senior administrator positions and must have prior approval of the respective Dean or Vice President.

Exceptions to the policy require the written approval of the appropriate Dean or Vice President.

Restrictions

- Expenses should be paid from non lapsable funds if available.
- Food expense will be limited to per diem amounts published in the State of Georgia - Statewide Travel Regulations.
- Lodging expense should be limited to reasonable accommodations within the Carrollton area unless specific exception is granted on the original request.
- Candidates are ineligible for Travel Advances.

Procedure

- Hiring official/department or Search team should submit to the appropriate Vice President a written request for authorization to pay or reimburse the candidate for travel expenses for the purposes of position recruitment. The request should include a listing of the candidate names and estimated costs.
- The approved request (or copy) should accompany all expenses associated with the candidates visit whether paid directly to a vendor or reimbursed to the candidate.
- The hiring department will forward the completed expense statement and supporting documentation to the Office of the Controller for processing.
- All travel expenses for the candidate should be treated as non employee travel
 - 650101 – Candidate travel (excludes mileage)
 - 650501 – Candidate mileage

Applicable Forms

- Travel Authorization - Non Employee
http://www.bf.westga.edu/Travel/Forms/Travel_Authorization_NonEmployee.pdf
- Non Employee travel expense statement
http://www.bf.westga.edu/Travel/Forms/Travel_Expense_Form_Non_Employee.pdf