



UNIVERSITY OF
WEST GEORGIA

Last N/A
Approved
Effective N/A
Next Review N/A

Area Finance
(Procedures)
Chief Or Travel
Responsible
Office

Candidate (Non-employee) Travel

Authority for Procedure granted by [UWG PL #3004, Travel Reimbursement](#)

~~The University of West Georgia (UWG) follows BOR [BPM sections 4.0 and 19.9 \(Non-Employee Travel\)](#) for pre-employment purposes and supplements with the following procedure.~~

A. Purpose

~~This procedure establishes a consistent process for authorizing, paying, and reimbursing travel expenses incurred by individuals invited to the University of West Georgia (UWG) for employment interviews and evaluations. This procedure supplements the Board of Regents (BOR) Business Procedures Manual (BPM) Sections 4.0 (Travel) and 19.9 (Non-Employee Travel) and ensures compliance with applicable State of Georgia travel regulations.~~

B. Scope

~~This procedure applies to all University units that coordinate travel and reimbursement for employment candidates.~~

C. Procedure

~~Individuals **who are** invited to UWG for an employment interview and evaluation may be reimbursed for **allowable travel expenses**. Allowable expenses are those incurred for **allowable travel expenses**, including transportation, meals, and lodging, **when a presentation by the candidate is part of the interview process**. **A presentation by the candidate will be required for payment/reimbursement of expenses.**~~

~~This procedure applies to all University units.~~

D. Reimbursement (non-employee)

- ~~1. Hiring official/department or search team should submit to the appropriate Dean or Vice~~

~~President a completed Non-Employee Travel Authorization Form for authorization to pay or reimburse the candidate for travel expenses for position recruitment. The request should include a listing of the candidate's name, remit to address, and estimated costs.~~

- ~~2. Payment/reimbursement for such expenses is limited to faculty or senior administration positions and must have prior approval of the respective Dean or Vice President.~~
- ~~3. The approved Non-Employee Travel Authorization Form (or copy) should accompany all expense documentation associated with the candidate's visit whether paid directly to a vendor or reimbursed to the candidate.~~
- ~~4. The hiring department will forward the Non-Employee Travel Authorization Form, the completed Non-Employee Travel Expense Form, and supporting documentation to the Office of Accounting for processing. List the title of the candidate's presentation on the Non-Employee Travel Authorization Form and on page 2 of the Non-Employee Travel Expense Form in the explanation section. For new vendor payments, if applicable, the Vendor Packet (vendor profile and W-9) should be completed and submitted with the authorization for reimbursement to a candidate.~~

~~Reimbursement requests must be submitted within 60 days of the end of the trip. Such expenses, if submitted after 60 days, become taxable income to the traveler.~~

- ~~5. All travel expenses for the candidate should be treated as non-employee travel:
 - ~~▪ Account 6511xx – Candidate travel (excludes mileage)~~
 - ~~▪ Account 651510 – Candidate mileage~~~~

Payment or reimbursement for such expenses is **limited to faculty or senior administrative positions** and must have **prior approval of the respective Dean or Vice President**.

1. Authorization

- **The hiring official, department, or search team must complete a Non-Employee Travel Authorization Form** prior to any candidate travel.
- The form must be submitted to the appropriate **Dean or Vice President** for approval and must include:
 - **Candidate's full name**
 - **Remittance (payment) address**
 - **Estimated travel costs**
 - **Candidate presentation title (listed on the Authorization Form)**

2. Documentation and Submission

- **The approved Non-Employee Travel Authorization Form (or copy) must accompany all expense documentation, whether the expenses are paid directly to a vendor or reimbursed to the candidate.**
- **The hiring department must submit the following to the Office of Accounting for processing:**
 - **Approved Non-Employee Travel Authorization Form**

- Completed **Non-Employee Travel Expense Form**
- Supporting documentation (receipts, invoices, etc.)
- **Vendor Packet** (Vendor Profile and W-9) for new vendor/candidate.

3. Reimbursement Timeline

- : Reimbursement requests must be submitted **within 60 days** of the trip's end date.
- : Requests submitted **after 60 days** will be treated as taxable income to the traveler, per IRS guidelines.

4. Accounting Codes

All candidate travel expenses must be recorded under the following accounts:

- : **6511xx** – Candidate travel (excluding mileage)
- : **651510** – Candidate mileage

E. Restrictions

1. ~~Expenses~~**Expenses** should be paid from ~~non-lapsable funds~~**non-lapsable funds**, if available.
2. ~~Food expenses will be~~**Meal expenses** are limited to the ~~daily per diem (State of Georgia Statewide Travel Regulations per diem rates,~~ including 75% ~~first~~**of the daily rate fro the first/last day)** ~~amounts published in the State of Georgia – Statewide Travel Regulations of travel.~~
3. ~~Lodging expenses~~**Lodging expenses** should be limited to reasonable accommodations ~~available to the general public (business that offers lodging to the general public e.g., such as a~~ hotel or motel) within the Carrollton area, unless ~~a specific~~**an** exception is ~~granted~~**approved** on the original request.
4. ~~Candidates are ineligible for Travel Advances.~~**Travel Advances are not permitted for candidates.**
5. ~~Internal candidates~~**Internal candidates** (current UWG employees) are typically ~~not considered on travel status and thus not eligible~~**not considered on travel status and are not eligible** for reimbursement of mileage, meals, and lodging.

F. Role and Responsibilities

Hiring Official / Search Committee: Completes and submits authorization and expense forms; ensures compliance with procedure.

Dean or Vice President: Reviews and approves travel authorization requests.

Office of Accounting: Reviews submissions, verifies documentation, and processes payments.

Controller's Office: Maintains procedure, ensures compliance with BOR and State travel regulations.

Forms

Forms are available on the ~~Controller's Travel Service Work West WebSpace~~ Controller's Travel Service Work West WebSpace.

- ~~Non-Employee Travel Authorization Form~~
Non-Employee Travel Authorization Form
- ~~Non-Employee Travel Expense Form~~
Non-Employee Travel Expense Form

The following form Vendor Packet (Vendor Profile and W-9) is available on both the ~~Controller's Office and Purchasing Services Work West Webspaces~~ Controller's Office and Purchasing Services Work West Webspaces.

- Vendor Packet

Approval Signatures

Step Description

Approver

Date