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	Last Approved	N/A		Area	Finance (Procedures)
UNIVERSITY OF WEST GEORGIA	Effective	N/A		Chief Or Responsible Office	Travel
	Next Review	N/A			

Candidate (Non-employee) Travel

Authority for Procedure granted by UWG PL #3004, Travel Reimbursement

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 invited to UWG for an employment interview and evaluation may be reimbursed for **allowable travel expenses**, including transportation, meals, and lodging, when a **presentation by the candidate** is part of the interview process.

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

D. Restrictions

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

E. 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](#)**.

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

The **[Vendor Packet](#)** (Vendor Profile and W-9) is available on both the **Controller's Office** and **Purchasing Services Work West Webspaces**.

Approval Signatures

Step Description	Approver	Date