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
       2. 770-218-5550

e. Embassy Suites:
   i. Robyn Folster: Sales Manager
       1. 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
       2. Crystal Taylor crystal.taylor@hilton.com
       3. Mikki Thomas 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.