



Radow College Faculty Candidate Travel Information

OVERVIEW

The Dean's Office will cover the candidate's travel and hotel for all campus visits. Meals will need to be paid for by your department using Fund 10 (state appropriations), Fund 14 (sales and service/revenue) or Fund 20 (foundation account) (see Meals section below). Candidates may also pay for their own meals and get reimbursed at the per diem rate. The funds provided by the Dean's Office can be used towards the candidate's per diem, but not for any other meal expenses.

Please review the [Travel Guidelines for Visitors](#) and share the document with the candidates you are inviting to campus for an in-person interview. It is recommended that candidates pay for their travel expenses and get reimbursed. However, you are permitted to pay for a candidate's airfare using a p-card. It is important to note that if the candidate cancels and does not come to campus, any travel credits will remain in the candidate's name. You will need to get p-card prior approval to purchase the airfare. If purchasing airfare for multiple candidates from the same vendor in the same billing cycle, you may also need to request an increase to the single transaction limit (STL) and/or cycle transaction limit (CTL). You can request an increase by completing the [DOAS Special Approval Request Form](#) ([job aid](#) for completing form).

For lodging, KSU has a direct bill account with SpringHill Suites and Embassy Suites by Hilton. Their information is in the [Travel Guidelines for Visitors](#). To make a reservation, email SpringHill Suites at lajoya@pulsehotelgroup.com or Embassy Suites by Hilton at robyn.folster@hilton.com and indicate you want to make a reservation for [candidate's name] for [date of stay] using KSU's direct billing. You will need to provide your information and department name. They will send confirmation for the reservation via email. After the stay is complete, the hotel will send an invoice that you will need to pay using the Payment Request System. Please pay these invoices within 7 days of receiving them. Please note that (1) a separate invoice is needed for each candidate, (2) the interview itinerary and job posting must be included as backup documentation, and (3) candidates can only stay for one night. If the job candidate needs a two-night stay or lives within 50 miles of the university and is requesting to stay the night, you must submit an exception pre-approval request prior to the hotel stay. Submit exception requests through the ServiceNow portal here: <https://kennesaw.servicenow.com/sp?id=landing>.

Lodging for candidates that are current employees of KSU: If you are offering an overnight stay for all other candidates, that same offer can be extended to employees interviewing as well. You must submit an exception pre-approval request for the overnight stay.

Employees of other USG institutions are treated the same as any external candidate.

You can find the frequently asked questions regarding job candidate travel on the Fiscal Services webpage here: <https://fiscalservices.kennesaw.edu/travel/non-employee/job-candidates.php>.

REIMBURSING CANDIDATES

In order to be reimbursed for their travel, candidates must perform a service to the institution, such as delivering a presentation on subject matter applicable to the position for which they are applying. Please ensure that a presentation is included in the interview itinerary as well as any meals being provided. The candidate will also need to be set up as a 4300B vendor in the system to get reimbursed. It is recommended that you set up the candidate as a vendor while inviting them for the in-person interview and arranging travel. To establish a new 4300B vendor in PeopleSoft:

4300B Vendor Registration

The 4300B vendor database is for KSU employees, KSU students, high school students, KSU RSOs with their own EIN#, and interview candidates (travel reimbursements only) receiving a non-payroll related payment through Accounts Payable. Registration of vendors in the 4300B vendor database is handled by the KSU Vendor Registration Team.

Both new and existing 4300B vendors will complete one of the vendor forms below and submit the form to Vendor Registration through one of the secure methods listed below.

[4300B Vendor Registration Form](#)

[International 4300B Vendor Registration Form](#)

Due to sensitive information contained in these forms, please use one of the methods listed below to submit the 4300B Vendor Registration Form to Vendor Registration. For international candidates, please include the purpose of payment along with the completed form.

- Upload the W-9 to the secure file site [Send-a-File](#). Once uploaded, add vendor_registration@kennesaw.edu on the "To" line, select the box "Recipients + Domains" under the "Access Restriction" section, and add the contact information in the message field.
- Submit to Vendor Registration through [ServiceNow](#) at <https://kennesaw.servicenow.com/ofs>
- Scan and upload the forms to DocuSign and send to vendor_registration@kennesaw.edu.
- Mail the document along with the contact information to MD 9110, addressed to Vendor Registration.

Documentation Needed

To reimburse candidates, the following must be included in your payment request submission:

- a completed/signed [Travel Expense Statement](#)
- itemized receipts for reimbursable expenses
- itinerary of interview activity (include meals)
- job posting

Candidates should claim per diem only for meals that are not included in the interview schedule and are not provided by the hotel. Any required pre-approved exceptions must be included with the reimbursement request.

Submit candidate travel reimbursement requests within 7 days of receiving the candidate's completed paperwork and receipts. Process reimbursements as soon as all required documentation is received; do not wait until all interviews are completed.

MEALS

Budget Responsibility

- Departments must use their own budgets (Fund 10, 14, or 20) for faculty candidate meals.
- The Dean's Office will cover meals for Chair, Director, and Assistant/Associate Dean searches, or any search for which the Dean is the hiring manager.
- Funds provided by the Dean's Office can be used for non-employee candidates claiming per diem for meals that are not included in the interview schedule and are not provided by the hotel.

Eligibility & Funding

- Candidate meals may be paid using:
 - **Fund 10 or 14 (state funded):** Only for non-employee candidates.
 - **Fund 20 (foundation funded):** Required for meals involving KSU employee candidates or faculty/staff participation. Non-employee candidate meals may also be paid using foundation funds.

Meal Vouchers

- Non-employee candidates can receive a state-funded meal voucher from The Commons so long as the meal is included on the interview itinerary.
- KSU employee candidates cannot use state-funded meal vouchers; meal vouchers for employee candidates must be purchased with foundation funds.
 - **Departmental Meal Voucher Purchase Process for The Commons**
 1. Submit a request via [Dining Services Form](#).
 2. Multiple speed charts may be used to share the cost of vouchers across departments. However, separate requests must be submitted for state-funded meal voucher purchases and foundation-funded meal voucher purchases.
 3. **Only purchase the number of meals needed.** Unused vouchers must be accounted for before payment is approved.
 4. You will receive an invoice for the vouchers; this invoice will be paid via simple journal if you are using a Fund 10 or Fund 14 account. Pay directly in Blackbaud if using foundation funds; tax must be included when paying with foundation funds. Requests for payment must include:

- a. List of candidates who received meals/list of attendees
- b. Interview itineraries for candidates
- c. State-funded only: Signed food documentation form (Only Chair and Business Manager sign)

Per Diem Reimbursement

- Applies only to non-employee candidates with overnight stays.
- In-state per diem: \$50/day (Breakfast \$13, Lunch \$14, Dinner \$23); first and last travel days capped at 75% (\$37.50/day).
- Complimentary meals must be deducted from per diem.

Faculty/Staff Participation

- Faculty/staff participation meals must be paid with foundation funds.
- A maximum of two faculty/staff members per candidate meal can be covered using your foundation funds.
- Candidate lunches with the search committee can be allowed if they are part of the interview and must be paid with foundation funds.
- Faculty and staff reimbursement requests must not include personal purchases or alcoholic beverages. Please ensure that receipts only list items eligible for reimbursement. Receipts with personal items crossed out will not be accepted.

Additional Help

Please review the FAQs from the Travel webpage (<https://fiscalservices.kennesaw.edu/travel/non-employee/job-candidates.php>).

Please contact the KSU travel hotline if you need additional guidance at 470-578-4394.