



Travel Guidelines for Visitors

Listed below are recommended travel arrangements that comply with State, Board of Regents, and Kennesaw State University (KSU) travel policies. The following are links for the travel policies:

USG Travel Policy: <https://usg.policystat.com/policy/19655231/latest/#autoid-8k4y2>

State of Georgia Travel Policy: <https://sao.georgia.gov/travel/state-travel-policy>

- To expedite reimbursement, please keep **all** receipts of costs incurred. Receipts should **show** the method of payment i.e., credit card, cash. Credit card payments should include verification of the name of the credit card holder.
- Candidates must become a 4300B vendor with Kennesaw State University to receive reimbursement.
- The most cost-effective method of travel should be selected. For example:
 -  Air travel versus car rental or personal mileage reimbursement based on distance.
 -  Rental car versus personal mileage reimbursement when the car rental is a lower-cost option.
- Maps of the campus buildings and parking lots are available at: <https://kennesaw.edu/maps/> or <https://kennesaw.edu/parking/>
- Overnight stay (lodging expenses) for local candidates (live within 50 miles of the University) requires Agency Head approval.
- Visitors must notify their KSU contact if any pre-approvals are needed.

SERVICE	RECOMMENDED PROVIDER	REIMBURSEMENT COMMENTS
NOTE: Any credits (i.e., frequent flyer miles, credit card rewards, Apple credits) used for Airfare, Hotel, Rental Car, or any other travel expenses are not reimbursable, and the credit amount will be deducted from the total cost of that expense.		
Flight	It is requested that you obtain the lowest flight cost that accommodates your schedule. Travelers must book regular economy round-trip airfare from their home airport. Traveling from outside your home airport requires pre-approval.	Receipt, with method of payment, is required for reimbursement. The receipt or other supporting documents should include the Flight Date, Flight Time, From/To Locations, and Air Class. If an upgrade is desired at your expense, please request this from the airline following purchase of the economy airfare.
Personal Car Mileage	\$0.76 per mile (or current federal rate) Using Google Maps or Map Quest, mileage is calculated round trip from the original destination to Kennesaw State or an airport location.	Verification (i.e., map copy) showing the starting address and ending address of these distances will be required. If you choose to drive vs. fly, you will be reimbursed for personal car mileage up to the cost of an economy flight. You will need to show proof of what that flight cost would have been.

SERVICE	RECOMMENDED PROVIDER	REIMBURSEMENT COMMENTS
Car Rental	We request that you obtain the most economical cost. However, Enterprise and Hertz are the preferred providers.	*Note: Pre-paid gasoline or refueling costs charged by the rental car vendor are not reimbursable. The cost of fuel is reimbursable with receipt submission. Please provide the final bill for reimbursement rather than the estimate provided at check-in or the reservation.
Shuttle Services to/from Airport	Taxi, Uber or Lyft are acceptable.	Please provide receipts for any ground transportation costs. Travel policy limits tips to 20% of the total fare. Priority pickup <u>is not</u> reimbursable. The starting address and ending address on the receipt will be required.
Hotels – Kennesaw Campus 1000 Chastain Road Kennesaw, GA 30144	Springhill Suites (BB) - Direct Bill 3399 Town Point Road Kennesaw, GA 30144 770-218-5550 (This hotel is directly across from the university.) Embassy Suites (BB) – Direct Bill 620 Chastain Road Kennesaw, GA 30144 770-420-2505 Hampton Inn (BB) 3405 Busbee Dr. Kennesaw, GA 30144 770-427-2002 Fairfield Inn & Suites Atlanta (BB) 3425 Busbee Drive Kennesaw, GA 30144 770-427-9700 Sonesta ES Suites (Ltd. BB) 3443 Busbee Drive NW Kennesaw, GA 30144 770-218-1018 Holiday Inn Express Atlanta-Kennesaw (Ltd. BB) 2485 George Busbee Pkwy. Kennesaw, GA 30144	Please obtain the final bill at checkout that confirms a \$0 balance. Note: In-room food or beverage costs will be applied to the allowable daily meal per diem. Only a one-night stay is allowed without prior approval. BB – Breakfast Buffet Ltd. BB – Pre-packaged Breakfast

SERVICE	RECOMMENDED PROVIDER	REIMBURSEMENT COMMENTS
Hotels – Marietta Campus 1100 South Marietta Parkway Marietta, GA 30060	Wyndham Garden Hotel 455 Franklin Gateway SE Marietta, GA 30067 770-425-9977 Hampton Inn and Suites (BB) 2136 Kingston Court Marietta, GA 30067 678-460-1160 Home2 Suites by Hilton (BB) 2168 Kingston Court Marietta, GA 30067 770-800-0550 Holiday Inn Express (BB) Marietta-Atlanta Northwest 1250 Franklin Gateway, SE Marietta, GA 30067 770-989-0071	Please obtain the final bill at checkout that confirms a \$0 balance. Note: In-room food or beverage costs will be applied to the allowable daily meal per diem. Only a one-night stay is allowed without prior approval. BB – Breakfast Buffet
Meal Expenses	<u>Per Diem Rates</u> (less than 75% pro-rate on first and last day) Breakfast = \$13.00 Lunch = \$14.00 Dinner = \$23.00	Per diem will only be reimbursed for candidates with an overnight stay. Any provided or complimentary meals will be deducted from the allowable daily meal per diem. A non-employee candidate may be reimbursed for meals without an overnight stay if: 1) the meal is a required part of the interview schedule (must be listed on the agenda); and 2) the candidate must pay out-of-pocket for their meal.