

UWG PROCEDURE NUMBER: 5.4.2, Candidate Travel
Authority: UWG POLICY 5.4 (Travel Reimbursement)

The University of West Georgia follows BOR BPM sections 4.0 and 19.9 (Non-Employee Travel) for purposes of employment. In addition, existing BOR policies are supplemented with the following guidelines for travel at the University of West Georgia.

Individuals who are invited to the University of West Georgia for the purpose of an employment interview and evaluation may be reimbursed for allowable travel expenses. Allowable expenses are those incurred for transportation, meals, and lodging. A presentation by the candidate will be required for payment/reimbursement of expenses.

This Procedure applies to: All University units.

The Chief Business Officer, pursuant to the authority of UWG Policy 5.4, establishes the following procedures on Candidate Travel:

A. Procedures for Reimbursement

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 the purposes of 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 expenses associated with the candidate's visit whether paid directly to a vendor or reimbursed to the candidate.
4. The hiring department will forward the completed expense statement with Non-Employee Travel Authorization Form and supporting documentation to the Office of the Controller for processing. *The title of the presentation is to be identified on the Non-Employee Expense Form in the explanation section of page 2 and on the Non-Employee Travel Authorization Form. If applicable for payment to a new vendor, vendor profile and W-9 should be completed and submitted with the authorization for reimbursement to a candidate.*
5. All travel expenses for the candidate should be treated as non-employee travel:
 - a. Account 6511xx – Candidate travel (excludes mileage)
 - b. Account 651510 – Candidate mileage

B. Restrictions

1. Expenses should be paid from non-lapsable funds if available.
2. Food expense will be limited to the daily per diem (including 75% first/last day) amounts published in the State of Georgia - Statewide Travel Regulations.
3. Lodging expense should be limited to reasonable accommodations within the Carrollton area unless specific exception is granted on the original request.

4. Candidates are ineligible for Travel Advances.
5. Internal candidates are typically not considered on travel status and thus not eligible for reimbursement of mileage, meals, and lodging.

C. Applicable Forms

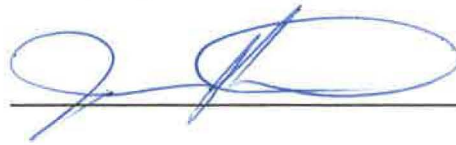
Please consult the Travel Services section on the Controller's website for the latest forms to be used for candidate travel reimbursement.

Issued by the Chief Business Officer, the 30th day of March, 2016.



Signature, Chief Business Officer

Reviewed by Vice President of Business and Finance:



Previous version: "Candidate Travel" Policy #BFCNEX-04 (8/12/08)