

Candidate Travel Checklist for Department/Search Committees

Note: The purpose of this document is to highlight key parts of the travel process and to help expedite it. It does not contain specific information on rates and regulations. Those can be found in the current [PPM 49](#) state travel regulations.

The Search Chairperson/Department Head is responsible for ensuring the candidate is provided with the travel reimbursement rates and reimbursement process prior to travel. Candidate should be provided with the "Candidate Travel Instruction Sheet" found on the travel website (www.southeastern.edu/travel).

The Human Resources Office will pay the travel expenses for up to three (3) candidates interviewing for Operating Fund Positions only. The appropriate Cost Center and Business Process to be charged are:

Cost Center: 22001 Human Resource Office

Business Purpose: Travel – Non-Employee Reimbursement
Travel – International

For candidates interviewing for Restricted and Revenue Fund Positions, please use the appropriate Cost Center applicable to the department reimbursing the funds.

Before Travel

- Search Chairperson/Department Head is to communicate with the candidate regarding traveling to Southeastern. Will the candidate travel by Personal Car, Rental Car, or Plane?
- If Candidate is FLYING, the department **MUST** obtain a quote from Christopherson Business Travel. (The quote from Christopherson must be obtained 14 days prior to travel when booking through a different agency).
 - Department can book flight through Christopherson for the candidate and charge to CBA account OR
 - Department can give candidate the amount of the quote and candidate can book their own flight through their own agency and be reimbursed UP TO the state quote provided.

Department must attach Christopherson quote to expense report when requesting reimbursement.

- If Candidate is DRIVING, will the roundtrip mileage be greater than 99 miles?
 - If NO, then candidate can use their personal vehicle and claim up to 99 miles.
 - Mileage claim must be supported with either actual odometer readings or a map route from a website such as Google Maps or Mapquest.
 - If YES, then candidate is encouraged to use a rental vehicle. Fill out the online Vehicle Rental Form before renting and give Enterprise the State's Acct #: NA1403.
 - The type of vehicle renting must be selected from the drop down box on the form. Any rental larger than standard-size must include justification on the Vehicle Rental Form.
 - If candidate drives from out-of-state instead of flying, a quote from Christopherson Business Travel must be obtained to prove the rental is the most cost effective method of travel. Justification must be typed on the form.
 - Gas receipts must be itemized and original. Prepaid receipts are **NOT** reimbursable.

- For Employees who DRIVE candidate to and from airport:
 - Employees who travel to/and from the airport to pick up candidates can be reimbursed mileage up to 99 miles roundtrip.
 - Employee must create their own Spend Authorization for this expense.
 - Mileage claim must be supported with either actual odometer readings or a map route from a website such as Google Maps or Mapquest.
- For LODGING, the state allowed rate for Hammond, LA is TIER 1 of the State [PPM 49](#). When scheduling accommodations with local hotels, you should ask if they can provide a room at the “government or state rate”. The university will reimburse the candidate a maximum of two (2) nights unless the department can document that it would be more cost effective to have them stay over an extra night to save on airfare. Try to schedule the visit to our campus so that only one night’s lodging is needed.
 - Department can contact the Hotel and make a reservation for the candidate OR
 - Candidate can book their own lodging and submit original receipt for reimbursement up to the state allowed rate.

Create a Spend Authorization in Workday. The candidate will need to be entered as an External Committee Member in Workday before the department can enter a Spend Authorization for the candidate. Please contact your HR partner with the candidate’s Legal Name, Phone Number, Email Address, and Mailing Address to get the candidate set up in the system. Once the candidate is established as an External Committee Member, the department’s Administrative Assistant will “Create Spend Authorization for Non Worker” in Workday. For Operating Fund Positions the Human Resources Office (Cost Center 22001) should be charged. A separate Spend Authorization will need to be entered for any other employee(s) that will be traveling and/or substantiating travel expenses on behalf of the candidate (i.e. paying for meals, lodging, mileage, etc). If Airfare is being charged to the CBA account, list airfare as an expense on the candidate’s Spend Authorization, but only for \$1.00. Make sure the Spend Authorization is approved before booking any travel reservations. All candidates will be reimbursed via check.

- Candidates traveling and requesting reimbursement must complete and return the following forms prior to travel:

○ Travel Approval for Non-State Employee Form	○ Vehicle Rental Form (if renting a vehicle)
○ Non-Employee Acknowledgement (to be kept in Departmental files)	

During Travel

- MEALS can be reimbursed for the candidate only. Meals for university employees taking the candidate out to eat may be covered through a departments’ Development Foundation funds if applicable. Search committee chairs should discuss this possibility with their respective Department Head and/or Dean in advance.
 - Candidate can purchase his/her own meals and be reimbursed up to the state allowed rate.
 - An employee can purchase the candidate’s meal and request reimbursement up to the state allowed rate as long as the employee has an approved Spend Authorization. The employee must provide the itemized meal receipt and identify which meal items were for the candidate, along with documentation proving the expense was paid for by the employee.
 - NO alcohol can be reimbursed.

- Keep receipts! Most expenses require a receipt to be uploaded into the expense report. Forward necessary original receipts to the Travel Desk (SLU Box 10720) to be eligible for reimbursement.

After Travel

- The department Administrative Assistant is to complete the Expense Report in Workday by entering the following phrase into the search bar, "Create Expense Report for Non Worker". Enter a comment listing any expenses that were paid for with the CBA account.

The candidate will need to turn in their travel itinerary to the interviewing department before leaving campus. Please note that candidates will need to submit original receipts, including the airline tickets (if the original receipt was not in an electronic format). Therefore, these may need to be mailed back to the department after the candidate returns home.

- Each individual that is requesting reimbursement must fill out a separate Expense Report.
- Forward all necessary original receipts to the Travel Desk (SLU Box 10720).
- Attach Itinerary for candidate's travel in the Attachments tab of the Expense Report.

If you have any questions, please do not hesitate to contact the Travel Desk in the Controller's Office for further clarification on travel regulations.

PLEASE NOTE: All expense reports for the candidate and University personnel receiving reimbursement of expenses related to candidate travel should be submitted for payment at the same time in order to avoid possible overpayment and duplication of meals, etc. Meals for current Southeastern employees entertaining candidates for interviews will not be reimbursed through any Southeastern budget unit. Also, current Southeastern employees being interviewed will not be reimbursed for any interview related expenses.

For more information on State Travel Regulations visit
<https://www.doa.la.gov/pages/osp/travel/TravelPolicy.aspx>

STATE CONTRACTED TRAVEL AGENCIES:

Christopherson Business Travel
5588 S. Green Street
Salt Lake City, UT 84123

Enterprise Rent-A-Car
***required for in-state rentals**

Toll Free: (800) 961-0720
Email: statelauniv@cbtravel.com
Website: <https://app.cbtat.com/>

Toll Free: (800) RENT-A-CAR
Fax: (866) 346-1572
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