

Candidate Travel Instruction Sheet

Typical Allowable Expenses for Candidates Interviewing at Southeastern Louisiana University

The Search Committee Chairperson/Department Head should ensure candidate is provided with the maximum allowed rates for reimbursement prior to candidate making any arrangements.

In order for a Candidate to be reimbursed for expenses incurred while traveling to Southeastern Louisiana, there are required forms that must be submitted. These forms should be requested from the candidate and soon as possible so they can be routed for approval prior to the candidate's travel. Please note that for candidate travel being paid for by Human Resources, the Vehicle Rental Form is to be routed to the HR Director as the Budget Unit Head and then the VP for Administration & Finance.

- [Substitute W-9 Vendor Form](#)
- [Travel Approval for Non-State Employee Form](#)
- [Non-Employee Acknowledgement](#) (to be kept in Interviewing Department files)
- [Vendor Set-Up Form](#)
- [Vehicle Rental Form](#)

For OUT-OF-STATE TRAVEL, when a candidate elects to drive instead of flying, he/she is limited to reimbursement of 99 miles when using a personal vehicle. The candidate can request a rental car if they can demonstrate it is a lower cost than the flight. A quote from Short's Travel must be attached to the Vehicle Rental Form.

If FLYING, candidate can be reimbursed up to the state allowed rate. The Department will book flight through Shorts OR obtain a quote from Short's and inform the candidate the amount he/she can be reimbursed up to.

If 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 printout of a map route from a site 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 and be approved on the Vehicle Rental Form.
 - If candidate drives from out-of-state instead of flying, the quote from Short's Travel must be attached to prove the rental is the most cost effective method of travel. Justification must be typed on the form.
 - Gas receipts must be itemized. Prepaid receipts are **NOT** reimbursable.

PARKING at airport can be reimbursed (Receipt Required).

SHUTTLE/TAXI from Airport to Hammond and return only is allowable if this is the most cost effective/only method of transportation (Receipt Required).

LODGING can be reimbursed at the state allowed rate for Hammond, LA. When scheduling accommodations with local hotels, you should ask if they can provide a room at the "government or state rate". The Department can contact the Hotel and make a reservation for the candidate or the candidate can book his/her own lodging and submit original receipt for

reimbursement up to the state allowed rate. (A receipt showing a \$0 balance will be required for reimbursement and should be obtained when checking out of the hotel.)

Candidate should keep all receipts! Most expenses require original receipts to be eligible for reimbursement.

After travel, candidate should send all original receipts to the department along with any required forms not already submitted. The department will prepare and submit a request for reimbursement for the candidate.

The University will process reimbursement requests once all required documentation is received in the Accounts Payable Office. If you have any questions about your reimbursement, please contact the interviewing department.

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