

## 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".

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

<b>Budget:</b>	22001
<b>Account:</b>	522161 In-State Travel – Interviews
	522261 Out-of-State Travel – Interviews
	522290 Travel – International

### 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 [Shorts Travel](#). (The quote from Shorts must be obtained 14 days prior to travel when booking through a different agency).
  - Department can book flight through Shorts 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 Shorts quote to expense account 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 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 Shorts 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.
- 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 be listed on the TA as a driver.
- 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.
- 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 an online TA.** For Operating Fund Positions the Human Resources Department (Budget 22001) should be charged. TA Participants should include the candidate and any employee 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 TA, but DO NOT Encumber it. Make sure it is approved before continuing.

- Candidate’s traveling and requesting reimbursement must complete and return the following forms prior to travel:

○ <a href="#">Vendor Set-Up Form</a>	○ <a href="#">Substitute W-9 Vendor Form</a>
○ <a href="#">Travel Approval for Non-State Employee Form</a>	○ <a href="#">Vehicle Rental Form</a> (if renting a vehicle)
○ <a href="#">Non-Employee Acknowledgement</a> (to be kept in Departmental files)	

\*Please note, that if candidate is renting a vehicle and interviewing for an operating budget unit for which HR is paying, the Vehicle Rental Form needs to be submitted to Human Resources for the HR Director to approve as budget unit head and then forwarded to the VP for Administration & Finance for final approval.

### **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 is listed on the TA. The employee must provide the itemized meal receipt and identify which meal items were for the candidate.
  - NO alcohol can be reimbursed.
- Keep receipts! Most expenses require original receipts to be eligible for reimbursement.

### **After Travel**

- Search Committee Chairperson/Department Head is to complete the [Expense Account Form](#) from the Controller’s website and include any expenses that were paid for with the CBA account. The Expense

Account Forms should be initialed by the interviewing Department Head indicating review and approval and then forwarded to the Human Resources Director for approval as budget unit head for 22001. For Restricted or Revenue Budgets, the Interviewing Department Head should approve and forward directly to the Travel Desk for processing.

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. 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 Account Form](#).
- Attach all original receipts to the expense account and forward to Department Head for approval.
- Attach [Vehicle Rental Form](#) if renting vehicle. If candidate is driving from out-of-state, the Shorts Airfare Quote must be attached to the Vehicle Rental Form.
- Attach Itinerary for candidate's travel.

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 accounts 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.

All international travel must have special approval. Contact the Travel Desk at 985-549-2089 for more information.

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

#### STATE CONTRACTED TRAVEL AGENCIES:

**Shorts Travel Management**  
1203 W. Ridgeway Avenue  
Waterloo, IA

**Toll Free: (888) 846-6810**  
**Fax: (319) 433-6810**  
**Email: [state@shortstravel.com](mailto:state@shortstravel.com)**  
**Website: [www.shortstravel.com/la](http://www.shortstravel.com/la)**

**True North Travel Solutions**  
**\*Note: Motor Coach Travel Only**  
1923 West Cullum Avenue, FL 2  
Chicago, IL 60613

**Direct: (312) 698-8991**  
**Fax: (312) 284-4802**  
**Email: [nick@truenorth-travel.com](mailto:nick@truenorth-travel.com)**

**\*\*PLEASE NOTE THAT THERE IS A \$15 CHARGE PER CALL FOR AFTER HOURS SERVICE 1-888-846-6810**

After 5 p.m. and on weekends.

**This service is for after-hours travel only and *not for booking advanced travel.***