Candidate Reimbursement

1. Fill out supplier form and fax to Shared Services at 478-240-6414.
   a. Form can be found here: http://fiscalservices.kennesaw.edu/accounting/vendors-suppliers/vendor-registration.php

2. Once they are set up as a supplier, please fill out the Travel Statement form, found on the HSS Website: http://hss.kennesaw.edu/resources/travel/
   a. Trip Name/Destination: Kennesaw, GA (insert travel dates)
   b. PLEASE make sure their address is accurate. This is where their reimbursement check will go.
   c. Type of Trip: In-State (they are traveling TO Kennesaw)
   d. Define Travel: Non-Employee Domestic
   e. If you do not know their vendor number, don’t worry. Just make sure they are set up in the system. I always double check this number.
   f. Speed Chart: 42204 (The Dean pays for candidate travel)
   g. Purpose of Trip: On Campus Interview (insert Department/position here)

3. Airfare:
   a. A detailed receipt showing the flight class (Coach or Economy) is required. They MUST select the most economical airfare.
   b. A receipt showing the method of payment is required. Must be a credit card and not points paying for the airfare. We do not reimburse airline points.

4. Ground Transportation:
   a. Candidates should NOT be renting vehicles.
   b. Reliable Limousine:
      i. (678) 860-4898
   c. Bridgeport: Patrick Nwanze,
      i. Patrick@bridgeportlimo.com
      ii. 770.572.7120
   d. Taxis or Uber/Lyft
e. If a faculty member from your department wants to pick them up from the airport that is fine. Their mileage must go through Concur, using the Dean’s budget for reimbursement.

5. Hotel:
   a. AirBNB or other “residential” lodging options are **NOT** reimbursable.
   b. Candidates may pay out-of-pocket and get reimbursed.
   c. It is **NOT** required to use a credit card to hold a room for a candidate. Just simply tell them that you are with KSU and would like to direct bill.
      i. Do **NOT** use your P Card to hold a room for a candidate.

1. Springhill Suites:
   a. Vendor # 0000016744
   b. Barbu Kessee: General Manager
      i. barbukessee@remingtonhotels.com
      ii. 770-218-5550

2. Embassy Suites:
   a. Robyn Folster: Sales Manager
      i. Robyn.Folster@hilton.com
      ii. 770-659-6106

3. Hampton Inn by Hilton on Busbee:
   a. Please note that they specifically requested to only receive reservations through email:
      i. Luke Heim luke.heim@hilton.com
      ii. Crystal Taylor crystal.taylor@hilton.com
      iii. Mikki Thomas mikjeala.thomas@hilton.com

4. Marriott Residence Inn
   a. Busisiwe Madlopa: Events Specialist
      i. 770-218-1018 ex 604
      ii. 3443 Busbee Drive Kennesaw, GA 30144
b. Dominique Siler: Account Executive
   i. 678-951-2649
   ii. Dominique.siler@marriott.com

5. Town Place Suites by Marriott Atlanta Kennesaw
   a. 1074 Cobb Place Blvd.
   b. 770-794-8282

6. Hampton Inn Atlanta Town Center Kennesaw
   a. 871 Cobb Place Blvd.
   b. Phone: 770-426-0017
   c. Reservations: 866-238-4218
   d. Vendor # 0000047095

6. Per Diem:
   a. We reimburse any meal that was not provided by the hotel or search committee.
      i. Per diem for Kennesaw is $36 per day, this is the per diem for ALL
         candidates. The per diem is not based on where they live, but where
         they’re traveling to.
   b. They are eligible for 100% of the $36 per diem on the first and last day of travel,
      no longer 75%.

7. Once the form is completely filled out and receipts are attached the candidate must SIGN
   the form.

8. Bring the signed and completed form to me. I will then request the Dean’s signature,
   review, sign, and submit to Travel.

9. When submitting to Travel, I will CC the Admin to the email submission.