

## 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](mailto: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 Kessie: General Manager
  - i. [barbukessie@remingtonhotels.com](mailto:barbukessie@remingtonhotels.com)
  - ii. 770-218-5550

2. Embassy Suites:

- a. Robyn Folster: Sales Manager
  - i. [Robyn.Folster@hilton.com](mailto: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](mailto:luke.heim@hilton.com)
  - ii. Crystal Taylor [crystal.taylor@hilton.com](mailto:crystal.taylor@hilton.com)
  - iii. Mikki Thomas [mikjeala.thomas@hilton.com](mailto: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

