

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/> under “Travel Forms”
 - 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.
 - i. Southwest: *Wanna Get Away* is equivalent to economy
 - b. A receipt showing the method of payment is required. Must be a credit card (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/drop off from the airport that is fine. Their mileage must go through Concur, using the Dean's budget for reimbursement. They need to include the candidate's schedule.

5. Hotel:

- a. AirBNB or other "residential" lodging options are **NOT** reimbursable.
- b. 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.
- c. Candidates may pay out-of-pocket and get reimbursed.
- d. Make sure you or the candidate request the KSU discount**
- e. Local candidates CANNOT request reimbursement for hotel.** *If a candidate lives within 50 miles of the University, you must receive approval from the Agency Head prior to travel in order for the candidate to be eligible for lodging. To start the process on that, please send justification for the candidate's overnight stay, as well as the itinerary or agenda for when the candidate will be at the University to travel@kennesaw.edu.*

1. Springhill Suites: \$127 per night (preferred hotel)

- a. Vendor # S000000027 (Ashford TRS Corporation)

- i. Must change address in Owl Pay

- b. Barbu Kessie: General Manager

- i. barbukessie@remingtonhotels.com

- ii. 770-218-5550

2. Hampton Inn by Hilton on Busbee: \$124 per night

- a. Please note that they specifically requested to only receive reservations through email:

- i. Crystal Taylor crystal.taylor@hilton.com

3. Embassy Suites: rate varies, starts at \$149 per night

- a. Robyn Folster: Sales Manager

- i. Robyn.Folster@hilton.com

- ii. 770-659-6106

*If Springhill is not available,
contact ASHLEE CLARK before
booking another hotel.*

4. Marriott Residence Inn: \$129 per night
 - a. 3443 Busbee Drive Kennesaw, GA 30144
 - b. Dominique Siler: Account Executive
 - i. 678-951-2649
 - ii. Dominique.siler@marriott.com
5. Hampton Inn (MARIETTA CAMPUS CANDIDATES)
 - a. 2136 Kingston Ct. Marietta, GA 30067
 - b. 678-460-1160
- f. Candidates should only be requesting **ONE** night of lodging, unless approved by Dr. Leger.
 - i. Please note, if the candidate is part of a Dean or Chair search it is approved.
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 (including schedule) 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.
10. If candidate is international, then a Wire Transfer form will need to be filled out for reimbursement. Here's a link to the CHSS Fiscal Services page:
<https://chss.kennesaw.edu/fiscal/> (the Wire Transfer form is under "International Guest Speakers").

If you have any questions, please contact Ashlee Clark at aclark92@kennesaw.edu or x7798.