

## Procedures for Prospective Faculty

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Each college is allocated \$2,400 for each vacant position to recruit new faculty. Departments will complete all the paperwork for the travel and submit to the Dean's Office. Each department and Dean's Office will be responsible for tracking their vacant positions and the expenditures for each position.

Prospective Faculty candidates in travel status should exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excessive costs, circuitous routes, delays or luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable under this standard.

Prospective Faculty travel follows the same policy and procedure as outlined in the [Appalachian State University Policy Manual Travel and Transportation](#). Please review policy manual and [The Controller Site for current rates and policies \(http://controller.appstate.edu/travel\)](#). Below is a brief outline of the ASU procedures.

***Original receipts must be submitted*** (if original receipts cannot be obtained, the traveler may be asked to provide additional documentation to support the request). If original receipts are not obtained, the reimbursement will be delayed. Example of expenses needing original receipts are:

1. Hotel Expense Only – Final invoice in Candidate's name including form of payment showing last 4 digits of credit card and zero balance receipt from hotel
2. Air Fare (including boarding passes) – Invoice in Candidate's Name and must include form of payment showing last 4 digits of credit card
3. Rental Car – Rental Contract and final receipt showing last 4 digits of credit card and zero balance
4. Parking
5. Tolls
6. Other travel related expenses

**Procedure:**

When a search committee has determined who they are going to interview and selected a date for the interview, a travel authorization must be completed.

**Complete travel authorization form:**

- The travel authorization must be completed before the visit begins. This is just an estimate of the charges which will be incurred with the travel.
  - Include the vacant position number
  - Indicate the request is for prospective faculty at the top of the form.
  - Highlight the position number and prospective faculty indication
  - Once the form is completed, email the form to the candidate and ask them to print, sign, scan, and send back to you in an email. The form can also be faxed back to you. Remember, electronic signatures are not accepted. In rare situations, an email can be sent to the candidate requesting permission to sign on their behalf (attach their approval to the request). Remind the candidate to keep all receipts, boarding passes, etc for reimbursement
  - Request is sent forward for your areas required signatures
  - After all information and department and college signatures are obtained, submit to Academic Affairs for review, fund number, and signature.
  - Academic Affairs will return the approved authorization to the department
  - Department will hold the original and submit with the reimbursement request

**Complete travel reimbursement form:**

*The reimbursements have to be processed within 30 days of the visit.*

*The candidate must sign the reimbursement form. The form can be completed and emailed to them. Then they will print, sign, and scan or fax back to you.*

Academic Affairs sends a “Thank you for visiting” letter to each applicant along with their reimbursement check.

- Indicate the title for the candidate on the reimbursement form such as, “Dr.,” “Mrs.,” “Mr.” or “Ms.”
- Attach the original travel authorization with the reimbursement form
- Confirm the address is correct as the check will be mailed to the address on this form
  
- Rental Car:
  - Is this rental car necessary? Have all options of faculty/chair picking up the prospective faculty member been determined and found not available
  - The prospective faculty has the responsibility to contact the rental car agency at the location of the flight destination and lease a car in their name.
  - Original gas receipts for rental car should be kept and will be reimbursed fully for gas
  - The rental car should not be used for any type of personal business.
  - When returning the car, make sure a receipt for the amount which was paid is obtained showing payment method (last four of the credit card number) and final charges
  
- Meals:
  - Use the current Travel Subsistence Rates for Meals located on the [Controllers website](#).

- Lodging:
  - Some local facilities offer reduced rates for Appalachian State University Prospective Faculty
  - If the department has worked out a direct bill method with an area hotel, the department will make the reservations
  - When the department receives the statement from the hotel, all charges will be verified, a direct payment form will be completed, include the statement, a list of candidates and dates, indicate the charges are for prospective faculty, and then send form forward for proper signatures. Academic Affairs will enter in budget information
  - If candidate pays for hotel, the receipt must show payment method (last four of the credit card number) and have a zero balance.
  
- Air Travel
  - Airline reservations must show method of payment (last four of the credit card number)
  - Candidate must keep boarding passes
  - Airfare should not be paid with University P-Card
  
- Transportation by personal vehicle:
  - Use the current rules for Travel Subsistence Rates located on the [Controllers website](#)
  
- Request is sent forward for your area required signatures
  - After all receipts are verified and your department and Dean have approved and signed the form, submit to Academic Affairs for review, fund number, and signature
  - Academic Affairs will send the approved reimbursement form to the Controller's Office for the payment to be processed