

Prospective Faculty Process for Chrome River

Prospective Faculty authorizations and reimbursements must be processed in [Chrome River](#).

Pre-approval (authorization) Process:

1. The candidate will need to complete the Prospective Faculty Vendor Setup Form, located below.
 - a. Note: Non-Resident Foreign Nationals Use: W8-BEN and the Vendor Information Form located on the Controller's Office [site](#)
 - b. If you are not sure which form the person needs, you can send both forms and ask them to complete the form(s) that apply to them
2. The Form(s) should be **sent and received** using [File Share](#) since we are asking for sensitive information
3. Submit the form to Dawn Sturgill (sturgllcs) (using [File Share](#)) to load the candidate as a vendor.
4. Send an email to candidate to make them aware of mask requirements at App State and in Boone, NC. Attach this email to the Chrome River Request.
5. Log into Chrome River and submit a pre-approval.
 - a. Note: You will not be able to change the user dashboard to the candidate. Instead, you will submit a pre-approval in your name and select the correct vendor.
6. Use Academic Affairs Fund # 107555 for **Tenured/Tenure Track Positions**
 - a. Note: Fund numbers cannot be changed once they have been submitted on a pre-approval. Departments are allotted \$3,000 per position number from Academic Affairs to use for travel.
7. Name Report format: PF, Your Department Name (first 3 letters), the Position #, the person's Last Name, the person's First Name
8. Make sure you click "Payee is a student or non-employee," and select the correct non-employee type for Prospective Faculty. (see snippet to the below)

The screenshot shows a form with the following fields and options:

- Payee is a student or non-employee?
- Payee Type:
- Vendor:
- Fund Allocations:

The dropdown menu for Payee Type is open, showing the following options:

- Non-Employee - US Citizen or...
- Select --
- Student
- Non-Employee - US Citizen or Resident
- Non-Employee - Foreign National

9. Submit request into work flow (action moved to Chair)
10. Chair will approve (action moved to AA)
11. AA will reassign request to Dean's Office for approval and so they can track the funding for each position.
12. The Dean's Office will approve (action submitted to Academic Affairs for final approval)

Reimbursement (expense) Process:

1. Log into Chrome River and create an Expense Report.
 - a. Note: You will not be able to change the user dashboard to the candidate. Instead, you will submit a pre-approval in your name and select the correct vendor.
2. Include all relevant back up information, including receipts.
 - a. Note: Physical receipts should be kept by the candidate or department until the reimbursement process is completed.
 - b. Include the position number with the request
3. Use Fund # 107555. Note: Approval process will be the same as above

Appalachian State University
Prospective Employee Vendor Setup Form

Note: this form cannot be used for non-resident foreign nationals
Non-Resident Foreign Nationals use: W8-BEN and the Vendor Information
Form located on the Controller's Office [site](#)

Purpose of the Form – The University is requesting you to provide your current address at which you receive payments. This form is only used as part of the process to reimburse travel expenses that have been approved and submitted within 30 days of the last date of travel that is directly related to the interview process for employee at Appalachian State University. Banner numbers created by this form will only be active for a limited period of time.

1. Full Legal Name

2. Social Security Number

3. Address (number, street and apt. or suite no. where you would receive payments)

4. City, State, and Zip code

Initial required: _____ I am a U.S. citizen or other U.S. person

Signature of U.S person

Date

Procedures for Prospective Faculty Travel

Each college is allocated \$3,000 for each Tenured/Tenure Track vacant positions to recruit new faculty. Departments will complete all the paperwork for the travel in Chrome River. approval. **Each department and Dean's Office will be responsible for tracking the vacant positions and the expenditures for each position.** If the expenses exceed \$3,000, the department will contact the Dean's Office and they will send an email to Academic Affairs (Sandi Jones) to alert us of the overage.

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 App Sate Travel Manual Travel located on the Controller's [Site](#) under "[Manuals](#)". Current Rates will be also be listed on the Controller's [Site](#). Below is a brief outline of the procedure.

Note: Local Hotel Charges can be a direct bill to the department. Otherwise, we do not pre-pay any expenses for prospective faculty.

Receipts for expenses must be included with the reimbursement request.

Examples of expenses needing original receipts are:

1. Hotel Expense; lodging and taxes only (no food, movies, etc.) – Final invoice in candidate's name including form of payment showing last 4 digits of credit card and zero balance folio from hotel
2. Local hotels can be direct billed to departments (dept must work with hotel directly for this option). Only the cost of the hotel and taxes will be covered.
 - **Procedure:** Department completes Direct Pay Form in YoMart with position number, candidate name, fully approved travel authorization, and invoice, and assign the cart to LeAnn Ellis.
3. Airfare (including boarding passes) – In Candidate's Name and must include form of payment showing last 4 digits of credit card
4. Rental Car – Rental Contract and final receipt showing last 4 digits of credit card and zero balance

5. Parking or tolls

6. Other travel related expenses

- Rental Car:
 - Is this rental car necessary? Have all options of faculty/chair picking up the candidate been determined and found not available?
 - The prospective faculty member has the responsibility to contact the rental car agency and lease a car in their name.
 - Original gas receipts for rental car should be kept, unless gas option is chosen at rental agency.
 - The rental car should not be used for any type of personal business.
 - **Supplemental insurance is not reimbursable.**
 - When returning the car, make sure an **itemized** receipt for the amount paid is obtained showing payment method (last four of the credit card number) and final charges.
- Meals:
 - The Department or College may pay for the candidate's meal during the interview process using Department or College Foundation fund. If this is something your area does, please do not pay the candidate for that meal on their reimbursement.
- 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 need to be verified, an online direct payment form will be completed, include the statement, a list of candidates, position numbers, and dates, indicate the charges are for prospective faculty, and then assign the cart to LeAnn Ellis. Leave the fund number blank and Academic Affairs will enter in budget information.

Procedures for Prospective Faculty Travel

- If candidate pays for hotel, the receipt must show payment method (last four of the credit card number) and have a zero balance. Include this receipt in the Chrome River request
- Air Travel
 - Airline reservations must show method of payment (last four of the credit card number).
 - Candidate must keep boarding passes (snapshots of electronic boarding passes are acceptable).
 - Airfare cannot be pre-paid using University funds for Prospective Faculty
- Transportation by personal vehicle:
 - Use the current rules for Travel Subsistence Rates located on the [Controllers website](#)
- Receipts must be included and show detailed expenses. If a receipt does not meet the standards, then you must complete the Missing/Incomplete Receipt Affidavit (Do not use with Pcard) form located on the Controller's [Site](#) and include the completed form with the reimbursement request.