

Prospective Faculty Travel Process for Chrome River

Prospective Faculty travel authorizations and reimbursements must be processed in [App Travel & Expense \(Powered by Chrome River\)](#)

Pre-approval (authorization) Process:

1. Email the Prospective Faculty asking them to come to campus for the interview and include the vendor setup form.
2. Have the candidate fill out a Prospective Faculty Vendor Setup Form, located below.
3. The Form should be sent and received using [File Share](#) since we are asking for a SSN.
4. Submit the form to Dawn Sturgill (sturgllcs) (using [File Share](#)) to load the candidate as a vendor.
5. Log into Chrome River and submit a pre-approval. Name the report "Prospective Faculty First Name, Last Name, position number" (Example: PF Sandi Jones 123456).
 - 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 the department state fund number for **Tenured/Tenure Track Positions**
 - a. Note: Departments are allotted \$3,000 per position number from Academic Affairs to use for travel only.
7. Include the position number in the Business Description field.
8. Make sure you click "Payee is a student or non-employee," and select the correct non-employee type for Prospective Faculty. (see snippet)
9. Submit request into workflow for approval.
10. **Very Important:** Pre-approval **must** be completed prior to travel.

Payee is a student or non-employee?	<input checked="" type="checkbox"/>
Payee Type	Non-Employee - US Citizen or... ▾
Vendor	-- Select -- Student Non-Employee - US Citizen or Resident Non-Employee - Foreign National
Fund Allocations	

Reimbursement (expense) Process:

1. Log into Chrome River and create an Expense Report.
2. **Very Important:** If the candidate is taken out for a meal paid by the department, do not reimburse the candidate for that meal.
3. Include all relevant back up information, including receipts with the reimbursement request.
 - 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
4. Use the Department State fund number.
5. Submit request into workflow.
6. You will keep a spreadsheet (provided) of the prospective faculty name, the department name, the position number, and the state fund used for the reimbursement.
7. Once the search is complete, you will submit your spreadsheet along with copies of the reimbursements to the Dean's Office.
8. The Dean's Office will review for accuracy and submit to Academic Affairs (Sandi Jones).
9. Then Academic Affairs will transfer the funds back to your state fund.

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

Each college is allocated \$3,000 for each vacant position 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 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 procedure.

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

Note: Very important: Please remember when you have a prospective faculty that has been taken out for any meal you cannot reimburse the prospective faculty for that meal.

Chrome River asks you to “exclude” meals that don't need to be reimbursed. You will need to select the meals that do not need to be reimbursed.

This is very important. We can't reimburse the prospective faculty and the person who takes them out to eat.

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. Rental Cars and Flights need to be booked separately for receipt and easier reimbursement purposes.
 - 7. 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:
 - Per-Diem meal reimbursement request can be included on the Chrome River Request
 - 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.
 - Please remember when you have a prospective faculty that has been taken out for any meal you cannot reimburse the prospective faculty for that meal.

- 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, include copies of the pre-approval and reimbursements from Chrome River. You will use the department fund number on the payment request. Include this charge on the tracking spreadsheet.
 - 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 (snapshots of electronic boarding passes are acceptable).
 - Airfare should not be pre-paid using University funds.
 - Upgrades to tickets are not reimbursable.
 - **Supplemental insurance is not reimbursable.**
- Transportation by personal vehicle:
 - Use the current rules for Travel Subsistence Rates located on the [Controllers website](#)