

Each college is allocated \$3,000 for each Tenure/Tenure Track vacant position to recruit new faculty. Departments will complete all the paperwork for the travel in Chrome River. **Each department and Dean's Office will be responsible for tracking their vacant positions and the expenditures for each position.**

**Prospective Employee Vendor Setup Form is included:** You will send this form to the Prospective Employee to ask them to complete the form. The candidate will read the top of the form to determine if this form meets their needs. If they are a non-resident foreign national, they will use the W8-BEN form. Remember we can't ask their status, so they will need to determine which form to use. The form should be sent and received using File Share due to sensitive information on the form.

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.

**NOTE: Candidate should not make any purchases until the pre-approval is fully approved.**

Prospective Faculty travel follows the same policy and procedure as outlined on the Controller's Website. 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: Do you use the department Pcard for the hotel expense.**

**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, name of the lodging (hotel), location of lodging, dates of stay, itemized list of services and associated taxes, total cost of stay, and 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 to process the payment. You will need to include the invoice, Chrome River approved travel report, and the Chrome River Expense report
3. Airfare **must** be economy class – name of carrier, flight number, dates of travel, destination for legs of trip, name of the traveler, class of ticket, total fair cost, and form of payment showing last 4 digits of credit card. **Note** International travelers can have business class.
4. Rental Car – Name of rental service, location where they picked up and returned the vehicle, dates of rental, total cost, rental class (standard or below), receipt with cost breakdown, and final receipt showing last 4 digits of credit card and zero balance. Note: optional services are not reimbursable. Rental cars can't be direct billed to department.
5. Parking or tolls - name of parking service or vendor, location, dates, total cost, and detailed receipt
6. **Rental Cars and Flights need to be booked separately for receipt and easier reimbursement purposes. Preferred** booking for cars is Enterprise. Please avoid third party bookings, like Expedia because they normally do not meet receipt standards. **Note:** rental charges should not be direct billed to the department. The candidate should pay and be reimbursed.

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. Note: the person can elect to have the insurance on the car, but we can't reimburse the cost of the additional insurance.**
  - 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.
  - When requesting reimbursement for the person who took the candidate out you need to attach the receipt, the event expense form, and a copy of the candidate's reimbursement form.

- 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.
  - If direct bill, 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.
  - **NOTE: Do not use Pcard for Hotel Charges**
- 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](#)

### [Travel and Business Expense Requirements](#)

**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