

# FORT HAYS STATE UNIVERSITY STATE ACCOUNT CANDIDATE REIMBURSEMENT

PR: H99999 PO: Sec Cd: ADF Aprv: Next:

**Vendor** V00115122 Addr: 00 NOSHIP Addr: SF  
 KRUEGER, DARCI SHIPPING NOT APPLICABLE  
 5831 N 58TH ST STE 1  
 LINCOLN NE 68507

**ShipTo**

Req Codes

| Item Nur | Quantity | Units | Description             | Amount | ACCOUNT NUMBER    | Extended Ar |
|----------|----------|-------|-------------------------|--------|-------------------|-------------|
| 0001     | 1        | EA    | CANDIDATE REIMBURSEMENT | 848.00 | 6230112035-000000 | 848.00      |
| 0002     | 0        |       |                         | 0.00   | -                 | 0.00        |

**Notes**

THIS PAYMENT IS TO REIMBURSE A PROSPECTIVE FACULTY MEMBER FOR EXPENSES INCURRED BY HIM/HER IN APPEARING FOR AN INTERVIEW ON OUR CAMPUS ON 11/15/04. RECRUITMENT EXPENDITURES ARE AUTHORIZED BY BOARD OF REGENTS MINUTES DATED 01/21/77 (AMENDED NOVEMBER 21, 1980) AND KSA 76-727.

**Print After**

Type "P5" in Req Code box 8 if PO Total is \$5,000 or more.

For candidate reimbursement, the following information is required in the Print After Notes:

- This payment is to . . .
- Date of interview
- Title of Position
- Authorization Statement – KSA 76-727

## Policies:

- Only the budget authority needs to approve the candidate reimbursement PR and Lotus Notes Candidate Reimbursement Form!
- Itemized receipts are required for all expenses except meals.
- Candidates who drive to the interview will be reimbursed mileage at the state rate (or less) and cannot be reimbursed actual fuel receipts.
- A Lotus Notes Candidate Reimbursement Form needs to be completed for each candidate. The form needs to be started prior to processing prepaid expense invoices on the P-card or other direct bill methods.
- A Lotus Notes Candidate Reimbursement form for the candidate should be submitted even if the candidate will not be reimbursed in order to follow the charges that were paid by P-card or direct payment to hotels.
- Candidates' actual and necessary travel and subsistence expenses will be paid as an honorarium supported by original receipts. Lodging can be paid by using a department P-Card or paid by the candidate and reimbursed on the Candidate Receipt Form. Airfare, meals, rental cars, rental car fuel, tolls, and all miscellaneous expenses must be paid by the candidate. The candidate can be

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reimbursed for meals by the per diem meal allowance (deducting provided meals) or actual meal cost by submitting the original meal receipts. All original receipts paid by the candidate should be given to the department for reimbursement. Departments are to obtain a W-9 (or W-8Ben) while candidate is on campus if the candidate will receive reimbursement. They will be informed in advance that they will be expected to pay their own expenses and keep the receipts. Send the receipts to reimburse the candidate in a PO Invoice envelope after writing the PO# on the receipts. If paying a candidate for meal allowance – be sure to deduct for any meals provided as hospitality to the candidate. Candidates should receive payment approximately two weeks after the Candidate Receipt Form is through the approval cycle and receipts are received in the Business Office. Hardship exceptions can be approved by the dean or director.