

FORT HAYS STATE UNIVERSITY STATE ACCOUNT CANDIDATE REIMBURSEMENT

ech - LiveSystem

PR: H9999 PO: Sec Cd: ADF Aprv: Next:

Vendor **ShipTo**

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

Req Codes

Items

Item	Nur	Quantity	Units	Description	Amount	ACCOUNT NUMBER	Extended Arr
0001		1	EA	CANDIDATE REIMBURSEMENT	848.00	6230112035- 526100	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.

The Object Code for candidate reimbursement is always 526100.

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 candidate reimbursement PR!
- Itemized receipts are required for all expenses except meals. Candidates who drive to interview will be reimbursed mileage at the state rate (or less) and cannot be reimbursed actual fuel receipts.
- A Candidate Reimbursement form on Lotus Notes needs to be completed for each candidate. If there are not enough lines on the Candidate Reimbursement form, the Candidate Attachment form should be used also. The form needs to be started prior to processing prepaid expense invoices on the P-card or other direct bill methods.
- If the candidate will **not** be reimbursed and charges were paid by P-card or direct payment, a no-cost PR will need to be submitted. When requesting a new Vendor form for the PR, please indicate in the notes field on bottom of the form that the candidate will not be reimbursed.

The PO number should be entered on the Candidate Reimbursement form AND written on each individual receipt. Send receipts paid by the P-card in the credit card envelope with the Bank ID and PO# written on the receipts after posting the charges to IntelliLink.

**FORT HAYS STATE UNIVERSITY
STATE ACCOUNT
CANDIDATE REIMBURSEMENT**

If the candidate will be reimbursed, print out the W-9 (on the web) for the candidate to complete and submit with the vendor form to expedite the reimbursement. 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.