

BUSINESS OFFICE:

Candidate Guidelines *Revised 11/20/24*

This guide

provides guidelines for candidate visits and expense reimbursements:

- [Prior to Campus Visit](#)
- [Expenses Paid Personally by Candidates](#)
- [During Campus Visit](#)
- [After Campus Visit](#)

The recommended browser for accessing Workday is Google Chrome. Mozilla Firefox and Apple Safari may also be used.

For assistance or training using these procedures, contact the FHSU Business Office, Sheridan Hall 106, at 785-628-5948 or visit www.fhsu.edu/bus-off/.

Prior to Campus Visit:

- A reservation should be made with a P-Card for a hotel in Hays. The candidate will not need to pay this expense personally. If the candidate visit is cancelled, the reservation can be cancelled with no charge to the P-Card.
- Submit the *Candidate/Non-Worker Addition Form* in Workflow to request the candidate be set up in Workday for reimbursement. For assistance, follow the *Complete Candidate/NonWorker Addition Form* procedure found on the FHSU Workday documentation website: [Workday Business Office Resources](#)

Expenses Paid Personally by Candidates:

- It is important to communicate to the candidates up front that itemized receipts are required for reimbursement. This is a State of Kansas requirement.
- Here is a list of possible expenses that the candidate will incur. These transportation expenses **must** be paid by the candidate and then submitted for reimbursement after the trip has completed. These cannot be charged to the FHSU P-Card:
 - **Airfare:** FHSU pays for a round trip economy class ticket from the closest airport to the candidate's home to either Hays/Wichita/KC/Denver airports. When traveling from an international location, FHSU will only pay from the US point of entry until candidate boards the international flight home. Optional expenses such as seat upgrades, seat selection, and early boarding are not reimbursable.
 - **Transportation to Airport:** If the candidate has to drive from their home to get to the nearest airport, round trip mileage from their home to the airport is reimbursable at the current mileage rate established by the State of Kansas. Airport parking is an allowed expense. Other transportation such as taxi/Uber/shuttle can be used instead of private vehicle.

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- **Rental Car:** FHSU will reimburse for a rental vehicle (compact/mid-size/full-size car) as well as LDW/CDW protection. Other types of insurance such as SLP/PAI are not reimbursable. Fuel purchased for the rental car will be reimbursed. Upgrades to a large vehicle such as an SUV are not allowed.
- **Meals:** Candidates have two options for meal reimbursement:
 - Per Diem rates are used to calculate meal reimbursement for the duration of travel. Any meals provided for the candidate while in Hays will be deducted from per diem reimbursement.
 - Receipts can be turned in for reimbursement of meals.

During Campus Visit:

- If the candidate has not yet completed and submitted to the Business Office the *Taxpayer Acknowledgement Form* and either a W-9 or W-8BEN, they will need to come to the Business Office to complete these documents.
- Any meals provided for the candidate are considered official hospitality. The candidate is allowed one guest. Any FHSU employee with a P-Card who is present at the function/meal can pay for the bill. FHSU is tax exempt, so no sales tax should be paid.

After Campus Visit:

- Collect all receipts for expenses the candidate paid for personally if they didn't already turn them in during their visit to campus.
- Complete and submit the *Candidate Reimbursement Form* found in Workflow under the Business Office.
- Submit the expense report in Workday to reimburse the candidate for expenses paid for personally. For assistance, follow the *Create Expense Report for Non-Worker* procedure found on the FHSU Workday documentation website: [Workday Business Office Resources](#)