

TRAVEL FOR JOB APPLICANTS

To be reimbursed for travel associated with an interview, a job applicant must:

- Interview for a faculty position or a position at or above the level of Director;
- Reside more than 50 miles from the Middle Georgia State University campus on which applicant will interview.

Two types of reimbursement:

- **No overnight travel** – MGA pays mileage and possibly airfare and meals.
- **Overnight travel incurred** – possible payment for automobile mileage, airfare, shuttle or rental car costs, hotel, and meals.

Airfare:

- To be booked by Office of EVPFO unless applicant wishes to book at a cheaper rate on AirTran.
- Send completed Travel Reservation Form to the Office of the EVPFO.
- All airfare must be with a two week advance purchase discount.
- If applicant to book on AirTran, still must send completed Travel Reservation Form to EVPFO with note that applicant will book on AirTran.

Transportation To/From Airport:

- Transportation choice must be indicated on Travel Reservation form.
- **Groome Shuttle** – Reservation is to be made by the Procurement Manager or Staff Assistant. MGA will be billed. Will deliver to hotel or MGA campuses.
- **Rental Car** – Reservation must be made and paid for by applicant. Limited to \$35 per day (Economy, Enterprise & Dollar recommended) with two day limit.
- **Pick-up by MGA Employee** – An MGA employee may pick up an applicant at the airport either in the university van or in a personal car. Mileage to and from the airport will be reimbursed at the current mileage rate; however employees are encouraged to use the university van.

Lodging:

- Limited to one night unless approved in advance by EVPFO.
- First and second choices for hotel should be indicated on the Travel Reservation Form. The Staff Assistant will make the reservations.
- Hotel Choices:
 - **Baymont Inn & Suites** (off Zebulon) – preferred, MGA will be billed.
 - **Hampton Inn** (off Eisenhower) – Applicant must pay and seek reimbursement.
 - **Fairfield Inn** (off Zebulon) – Applicant must pay and seek reimbursement.

Meals:

- Statewide Travel Regulations apply: B'kfast \$6.00, Lunch \$7.00, Dinner \$15.00.

- A Department Head, Dean or other designated faculty member may take the applicant to lunch or dinner, but the employee's reimbursement will be paid from the Department's foundation funds. Only one employee may be reimbursed for such meals unless prior approval of the VPAA and AVP Development. The applicant's reimbursement rate is subject to the meal limits noted above.

Reimbursement

- The job applicant should be given a Travel Reimbursement Request form to complete at the time of the interview. The completed form should be turned in to the Department Head and/or Dean for approval. (Please note: if there is a Department Head that person should sign the form and then send to the Dean for approval. The form must be approved by the Dean.) The form should then be sent to the Office of the EVPFO, and a check will be mailed to the job applicant within two weeks.