

REIMBURSABLE TRAVEL EXPENSES RELATED TO APPLICANTS INTERVIEWING FOR UNIVERSITY POSITIONS

As a result of an opinion by the Attorney General of the State of Georgia and recent audit issues, the institutions of the University System of Georgia are no longer allowed to expend State funds for the purpose of reimbursing applicants for expenses incurred while interviewing for a university position. However, reimbursement to individuals for related travel expenses can be justified when they are visiting as temporary non-employee consultants to evaluate and advise regarding available positions.

For ease of processing, the Office of Disbursements prefers when possible that departments arrange for pre-payment of these expenses directly to the vendor. Georgia State University's preferred vendor for airfare is AAA Travel Agency, (404) 651-1947. Hotel and lodging may be pre-arranged with most establishments and billed directly to Georgia State University. When airfare and hotel/lodging are billed directly to Georgia State University the expense should be coded to account **752200-Per Diem and Fee Direct Expense**.

Alternatively, per diem and other reimbursable travel expenses may be reimbursed to the non-employee traveler based on departmental approval using the Payment Request Form. Valid reimbursable expenses can be paid directly to the traveler and should be coded to account **752100-Non-Employee Reimbursable Expense**. In cases where receipts are unavailable, the Office of Disbursements requires a memo of explanation attached to the Payment Request Form from the department head.

Questions should be directed to **Alvena Jefferson**, Accountant, responsible for non-employee reimbursements, at (404)651-3344, or **Jean Pearson**, Manager of Disbursements, at (404)651-3338.