Policy Number:  440  
Policy Title:  Applicant Travel Expenditures  
Policy Council Review Date(s):  10/21/10; 1/15/14  

PPAB Approval Date: 11/16/10  

**POLICY:**  
The appropriate vice president overseeing each unit will establish the amount of money available to each screening committee by type of search at the beginning of each fiscal year or upon opening of a search.  

**PROCEDURE:**  
The procedure is as follows:  

A. Maximum individual payments will be based upon position type. These maximums are subject to review and change each year.  

B. Transportation reimbursements should be based on round-trip, direct auto mileage between the traveler’s home and the destination. Applicants driving from areas within the proximity of the Atlanta metropolitan area will not be reimbursed for travel or related expenses. Transportation reimbursement for air travel will be based on the seven-day advance airline ticket price.  

C. Per Diem expenses shall not exceed the daily amounts allowed by the University System of Georgia. A maximum of three days’ expenditures will be reimbursed, when applicable.  

D. The chair of the screening committee will act as the conduit between the applicants, the appropriate vice president, and the accounting department to ensure that applicants are reimbursed in a timely manner. Each applicant must complete the following forms within 30 days of travel in order to be reimbursed for expenses:  

  - Travel Expense Statement  
  - Payment Request  

Approved by CAB 7/27/00  
Approved by PPAB 11/16/10