



Angelo State University
Operating Policy and Procedure

OP: 70.06: Travel by Prospective Employees

DATE: September 8, 2015

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to set forth the policies and procedures governing the reimbursement of travel expenses of prospective employees.

REVIEW: This OP will be reviewed in October every five years, or as needed, by the director of purchasing and operations with recommended revisions forwarded through the vice president for finance and administration to the president by November 15 of the same year.

POLICY/PROCEDURE

1. Definition and Scope

A prospective employee is an individual being considered for employment by Angelo State University (ASU). This includes employees at other state agencies being considered for employment at ASU. This policy governs the reimbursement of travel expenses incurred by the individual visiting ASU for the purpose of being interviewed and evaluated for employment.

2. Reimbursement for Travel Expenses

- a. An Authorization Request for Payment of Travel Expenses for Prospective Employee form (Attachment) must be submitted for all prospective employees, except as noted in section 2.g.
- b. Prospective state employees are to be reimbursed in the same manner as ASU employees, except that they may not receive a travel advance.
- c. Airfare and hotel for a prospective employee may be requested with the Business Travel Account (BTA) as part of an online travel authorization.
- d. Prospective employees are not exempt from hotel occupancy taxes.
- e. Prospective employees must follow the same travel guidelines as ASU employees, including the amount of travel allowances and submission of a travel expense log with the required documentation (See OP 70.04). This requirement also includes the guidelines on international travel to ASU by a candidate from a country outside the U.S. and its possessions, Canada, or Mexico.

[Reviewed with no changes: September 8, 2015]

- f. Reimbursement for travel expenses will be mailed to the to the prospective employee's address after visiting ASU.
- g. Prospective employees who are not requesting reimbursement for expenses will not be required to complete a Prospective Employee Travel Authorization form. However, if a current employee is requesting reimbursement for meal expenses for a prospective employee, then the faculty/staff will submit a Direct Payment Request form indicating the purpose of the expense, the prospective employees name, job posting number and position name.
- h. Travel expenses (airfare, lodging and meals) for spouses accompanying a prospective employee for positions of vice president or president will be reimbursed with private funds.

Attachment: [*Authorization Request for Payment of Travel Expenses for Prospective Employee*](#)