

Travel Arrangements for On-Campus Interviews

DEPARTMENTAL PROCEDURE

Each position is allocated \$1, 000 for on-campus interviews. Departments need to contact the Dean's Secretary for the appropriate account number. Each department is responsible for submitting the standard [form for claims for travel expenses](#). The form must show detail of expenses, be typed or completed in ink, signed by the department and be approved by the appropriate approving authority prior to reimbursement. Signatures on travel claims must be original. Original receipts for appropriate expenses must be attached to the form.

Departments will need to arrange transportation for candidates to and from the airport/hotel. Below are hotels that APSU has worked with in the past. They offer reasonable rates and transportation to and from the hotel/campus. The hotels also offer weekly rates for extended stays in case a candidate needs to look into housing in Clarksville or the surrounding areas.

- Riverview Hotel
- Home-Towne Suites

Arrangements have been made with two travel agencies – Clarksville Travel and Universal Travel - to bill the University directly for airline tickets. For this to occur an approved airline authorization form must be obtained from the Business Office and a T-number from the travel authorization must be called into the agency. The candidate's copy of the ticket or itinerary must be submitted with the travel claim.

CANDIDATE (optional)

A candidate is also allowed to make his/her own travel arrangements and will be reimbursed by the [Accounting Services](#). He/she is responsible for submitting a completed and signed [Claim for Traveling Expenses form](#). Original receipts must accompany claims for reimbursement for all expenses that are cited. Lodging receipts are required and must itemize room charges and taxes. His/her social security number and mailing address need to be included on the travel claim.

Point-to-point mileage is calculated using the website www.randmcnally.com. If you do not have access to the web, you may contact [Accounting Services](#) for mileage information. Miles driven that exceed allowable point-to-point mileage are considered vicinity miles. Vicinity miles should be shown separately from point-to-point miles on the Claim for Traveling Expenses form.

The candidate's copy of the ticket or a copy of the itinerary indicating the price of the ticket must be submitted for reimbursement of air fare.

For more information, please contact:

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ACCOUNT CLERK 2

ACCOUNTING SERVICES, BR 148B

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