

The purpose of this FAQ is to provide additional information and resources for Financial Managers (FM) or Financial Administrators (FA) when a candidate incurs personal expenses while traveling for an interview.

## Do candidates get reimbursed for travel expenses?

- Yes, candidates are reimbursed for travel expenses they incur while visiting for interview purposes.
- To minimize out-of-pocket expenses for the candidate, it is preferred that all travel arrangements are completed through the HR representative or coordinated by the appropriate departmental staff.
- If a candidate incurs an expense (i.e. mileage, food, etc.), a specific process must be followed for reimbursement.

## What resources are available to help with the reimbursement process?

- The candidate must be set up as a **supplier** within the system.
- The following resource is available to help with this process: [New Supplier Request](#)

## What key information should be communicated to the candidate?

- An email will be sent from **Suppliers@Baylor.edu**.
- Candidate should check their spam folder if they do not see the email in their inbox.
- The email has a clickable job aid to help the candidate complete the form.
- The candidate will enter the **Supplier Self-Registration Portal** by clicking on the emailed link.
- If this process is **not completed** by the candidate, **the reimbursement cannot be issued.**

## Is the TAAF in use?

- Travel Agency Authorization Form (TAAF) **sunset is October 31, 2024.**
- All future travel bookings will be completed through Concur.

## Who should I contact if I have additional questions?

- Additional questions should be directed to the HR representative working with the candidate or email [Human\\_Resources@baylor.edu](mailto:Human_Resources@baylor.edu).

### **\*\*Important\*\***

If a candidate does not complete the Supplier Registration Process, a reimbursement cannot be issued.

**The candidate must be informed of the action required on their part.**