

INSTRUCTIONS FOR PREPARING FORM 17C Revised December 9th, 2022

Prospective employees visiting campus to interview for a position may be reimbursed for some of the trip's associated expenses.

Travel expenses for dependents of prospective employees who are finalists for positions are now allowable from university funds, including general, gift and auxiliary funds. Prospective employee's SSN will be required on the Form 17C for processing spouse/dependent reimbursements.

A finalist is defined as someone who has been extended an offer or who has been notified that an offer will be made.

- a. Dependent expenses will only be reimbursable for position finalists.
- b. Dependents are defined as spouse, children and step-children.
- c. Dependent expenses are subject to reporting on Form W-2 or Form 1099MISC.
- d. Dependent expenses are subject to the same guidelines established for prospective employees.
- e. Reimbursement of dependent expenses requires approval of the respective vice-president, vice chancellor or dean.

Prior approval to reimburse these expenses is obtained by processing the Form 17C.

Complete Section A for the prospective employee.

Complete Section B for the spouse/dependent of the prospective employee.

****A prior approval memo with prior approval for mass reimbursements will be accepted in lieu of using the Form 17C estimated expense area.****

- 1 Prepare form with estimated expenditures and send to the Dean or Director of respective area for prior approval.
- 2 Unless specifically listed below, expenses for prospective employees are reimbursed under the regulations governing normal employee reimbursements.
 - a. Airfare is reimbursed at coach rates only. Original receipts are required.
 - b. Lodging is reimbursed at the single room rate. Original receipts are required.
 - c. Personal auto mileage will be reimbursed at rate prescribed in Purdue Travel Policy. The Drive VS Fly rule is part of the policy and quotes are required if applicable.
 - d. Meals reimbursed at actual -- up to Continental United States (CONUS) federal rates.
 - e. Subsistence rates are based on location of lodging. Original receipts are required.
 - f. Parking is reimbursed with original receipts.
 - g. Taxis, City Bus, and tolls are reimbursable. No receipts are required.
- 3 For further information contact your business manager, Tax Group, or <http://www.purdue.edu/taxes/doc/form17cinstructions.doc>

INSTRUCTIONS FOR PREPARING FOR REIMBURSEMENT OF EXPENSES:

- 1 Itemize all reimbursable expenses on Form 17C **actual expenses** area, highlighted in yellow on Form 17C
There is no need to revise the estimated expenses on the top of the form.
- 2 Provide required original receipts or copies.
- 3 Attach completed Substitute W9 and Payee Certification forms, if necessary (required if requesting reimbursement for spouse/dependent travel).
- 4 Send request for reimbursement, fully approved Form 17C, and receipts to respective Procurement Centers for processing as a ZV60.